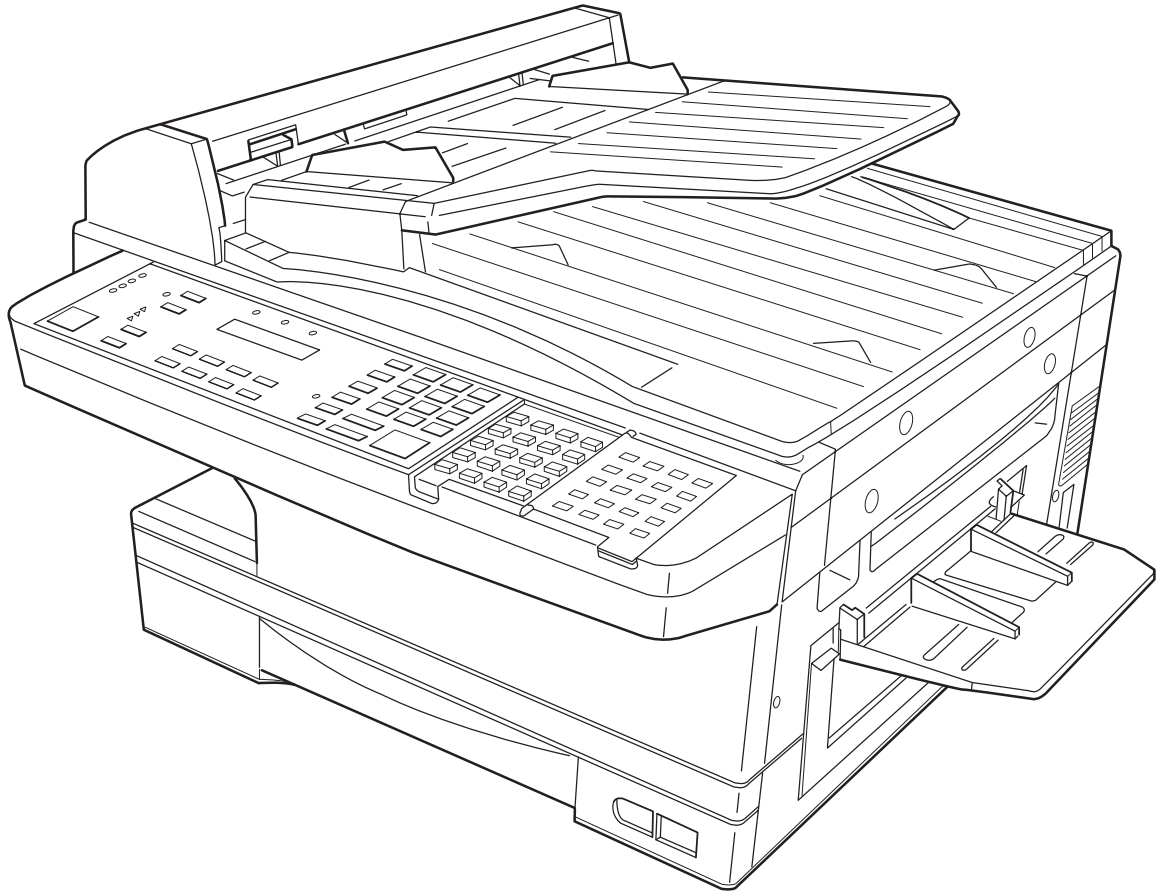
MFX-1500

plain-paper
fax machine



Operating instructions

muratec

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MML item number: D71-90040-61

Welcome . . .

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CE *Safety Statement*

The Muratec MFX-1500 carries the CE mark in accordance with EEC directive 89/336/EEC, 92/31/EEC and 93/68/EEC. This indicates that the machine complies to EN55022 1994 Emission and EN50082-1 1992 Immunity.

In addition the machine has been safety tested to EN41003 EN60950. The MFX-1500 is a Class 1 laser product conforming to IEC 825.

As an ENERGY STAR® partner, Muratec has determined that this product meets the ENERGY STAR guidelines for energy efficiency.

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Welcome to your Muratec fax/copier!

We know you want to use your machine *now,* without first having to climb over a mountain of jargon. So we've divided these instructions into three sections.

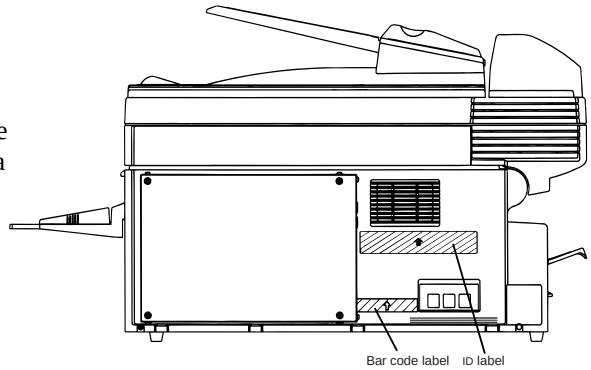
- **"Getting started"** (see page 1.1) covers only what you absolutely *have* to know to use your machine immediately.
- **"Beyond the basics"** (see page 2.1) provides more details. When you have time, look through it to learn more about your machine's many features, as well as fax in general.
- Finally, **"Just in case . . . "** (see page 3.1) will help you decide what to do if you ever have a problem with your machine. It also tells you how to give it the kind of easy, sensible care that should help keep troubles to a minimum.

The next three pages show you the entire contents of these instructions. Skim through them now if you'd like (they'll prove more helpful as time passes), or just go on past them to "Getting started" and, well, get started!

And thanks for choosing Muratec.

Find your serial number and write it down

Before you go any further, please note that your machine's *serial number* is located on the *bar code label* as shown on the drawing at right. Due to the size of your machine, it's probably a good idea for you to copy this down *before* you set up your machine. Use the blank at the bottom of this column.



Close up, the bar code label looks something like this:

Important: Of course, this is *not* the number which should appear on your machine's label! Rather, this is only to give you an *idea* of how your label will look.

Now, please copy down your machine's serial number, below, for future reference:

My machine's model number:	**MFX-1500**
My machine's serial number:	_____

What’s in these operating instructions

Note: Each section also contains its *own* (more abbreviated) table of contents, as well.

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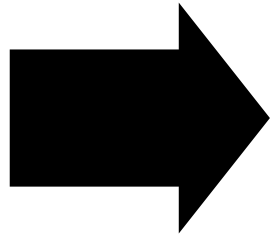
User instructions for UK operation of the Muratec MFX-1500

Getting started



A quick and friendly trip
through the basics
of your Muratec fax machine.

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A quick introduction to fax in general

What is a "fax document"?

Simply put, a "fax document" is anything a fax user wants to fax to someone else.
It can be just one page or as many pages as you need. It can be text, a photograph or even your child's latest drawing!

What is a "fax number"?

Because your fax operates on standard phone lines, a "fax number" is just a regular phone number and, because your fax is also a high-quality, full-featured telephone, your fax number can be your regular phone number. You can — but this isn't necessary — dedicate a phone number to your fax machine, letting you use one number for ordinary voice calls and one just for fax.

What are resolution and greyscale?

Just as cars are measured by engine size and stereo systems are measured by watts per channel, so fax machines are measured by resolution and greyscale. So let's talk about these for a moment. Resolution refers to the sharpness of a fax transmission. An international agency has defined three specific levels of resolution:

- *Normal* (8 dots/mm × 3.85 lines/mm)
- *Fine* (8 dots/mm × 7.7 lines/mm)
- *Superfine* (8 dots/mm × 15.7 lines/mm)

Similarly, one can judge a fax transmission by its number of *greyscale levels*, or shades of grey — really, halftones such as you might see in a newspaper photo. It's likely most of your fax documents will be dark text on white paper. However, when you want to send photographs and other shaded items, you can set your fax machine to transmit in 64-level greyscale. (And for just copying and not faxing, you can use *128*-level greyscale for even more enhanced image quality.)

So why not set your fax machine to use superfine or greyscale for *all* transmissions?

Because these settings make your machine send more information, making transmissions last longer and (on long-distance calls) driving up your phone bills. That's why, as you'll see, we've made it easy for you to set your fax machine for the most efficient, and truest, transmission of the types of documents *you* send!

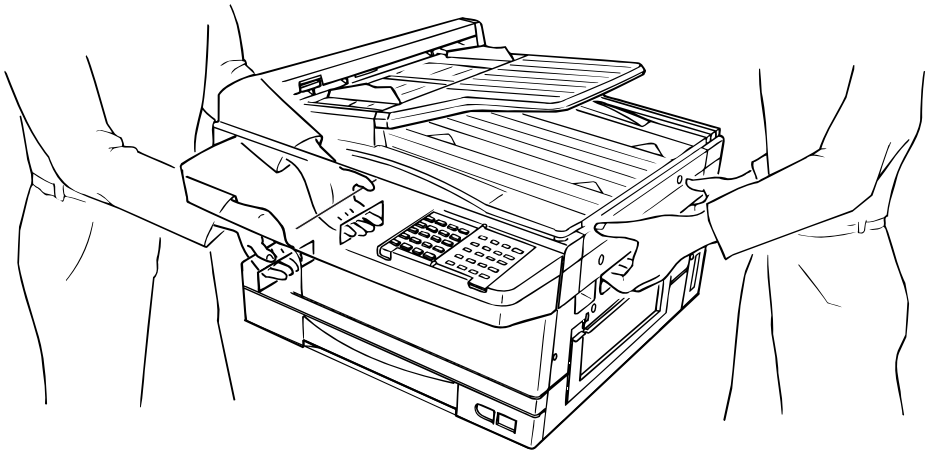
General precautions

- To avoid serious injury, **never disassemble the machine.** Exposed power points inside the machine can cause electrical shock if you touch them.
- **Never turn off the power switch (or disconnect the plug) or remove the paper cassette during printing.** Either can cause the fax machine to jam.
- **During thunderstorms, disconnect the machine's plug from the AC power outlet** and telephone socket (remember the instruction above: if the machine is printing, wait until the printing ends). Your fax can hold documents in the standard memory configuration for up to 100* hours.

  * The machine's backup battery must have been charged for at least 24 hours.
- **Before** you attach or remove the AC power cord from the power outlet, **make sure that your hands are dry.**
- To avoid paper jams, **do not load wrinkled or curled paper in the machine.** (This refers to both original documents and paper for printing.)
- **Keep liquids and other cleaners away from your machine *unless* you're actually cleaning it** as described in "Just in case" (see page 3.1 *ff.*).
- When you lift the machine, **always** hold and lift by the slot at right and left sides as shown in the illustration.

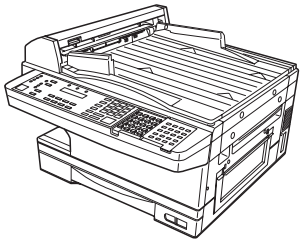
  Important: **Never** grip and lift the machine by the panel or other parts; damage could result.

  Note: As shown, two people must always carry the fax machine.

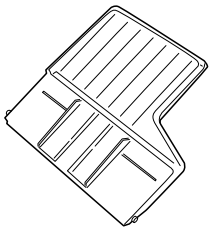


Make sure it's all out of the packaging

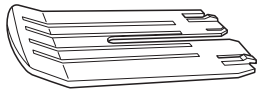
As you unpack your fax machine, check for the following items



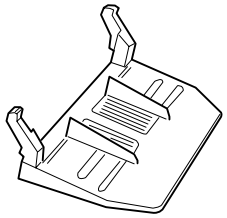
Main unit



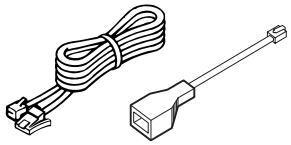
Document hopper



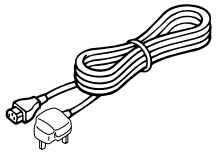
Paper tray



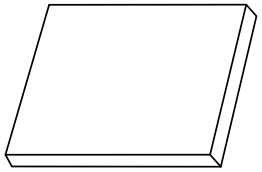
Multipurpose tray



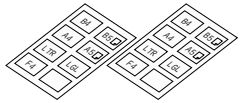
Telephone line cord
&
UK line cable adapter



AC power cord



Operating instructions



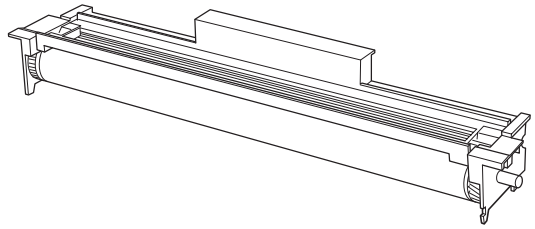
Paper size stickers

Protection seals

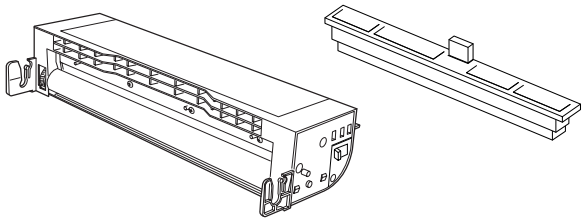
- ❑ Main unit with 400-sheet paper cassette installed
- ❑ Document hopper
- ❑ Paper tray
- ❑ Multipurpose tray
- ❑ Telephone line cord & UK line cable adapter
- ❑ AC power cord
- ❑ Operating instructions (this document; obviously, you have it!)
- ❑ Paper size stickers
- ❑ Protection seals (This seal may actually be used when your authorised dealer installs your fax machine.)

Printing supplies

- ❑ Drum cartridge



- ❑ Toner cartridge
- ❑ Fuser cleaner



Note: Be sure to save the box (or boxes) and packing materials for reshipment.

Optional products

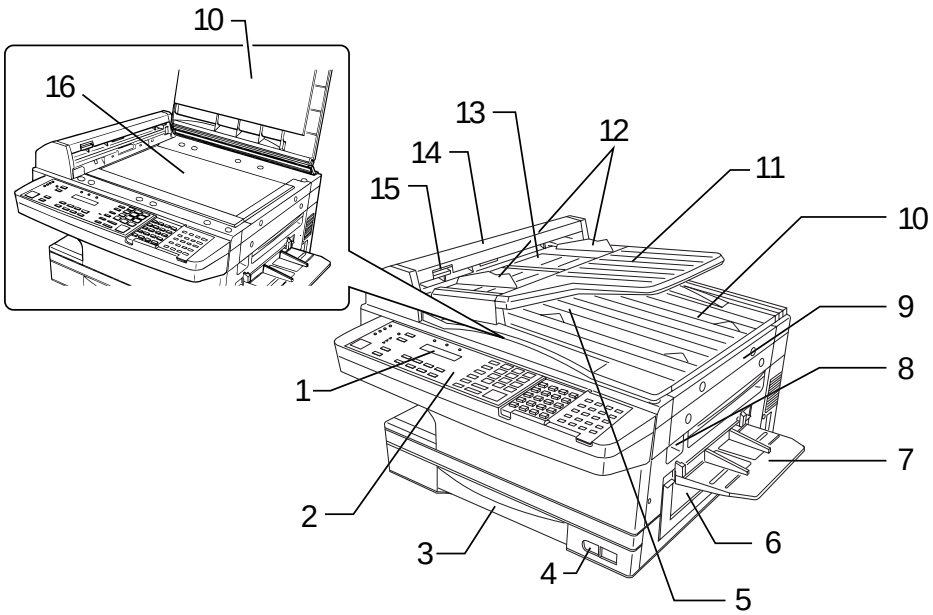
You may wish also to consult your authorised dealer about the following *options* for your fax machine:

- *Telephone handset* — Lets you use the machine to make voice calls and use your machine's other telephone features (see page 2.16) without having to attach a separate phone.
- *Memory upgrades* —Extra memory lets your machine save more documents for operations such as memory transmission (either "live" or delayed), broadcasting, out-of-paper reception and more.
- *Additional paper cassette* — You may add up to two 200-page boosting your machine's maximum printing paper supply to as much as 801 sheets (counting the one-sheet multipurpose tray).

What are all the parts?

Note: Don't worry if some of the terms used here are unclear to you right now, we will explain everything fully. Once you're more familiar with these terms, this page will be an even handier reference to your fax machine.

Front view



1. **Liquid crystal display (LCD)** — The display (2-line × 20-character) which shows the machine's status and lets you see what you're entering during various operations

2. **Control Panel** — The keys you use to operate your fax machine. (See pages 1.6–1.7 for more details.)

3. **Paper cassette** — One of two locations where you put the recording paper (the Multipurpose tray is the other). Holds up to 400 sheets, either A4, B4, A5R or B5R-sized paper.

4. **Recording paper level indicator** — Shows the level of the current paper supply without requiring you to open the paper cassette.

5. **Original document exit** — Where the original document comes out.

6. **Side cover** — Open to fixing printout jams.

7. **Multipurpose tray** — One of two locations where you put the recording paper (the paper cassette is the other). Holds only one sheet, either A4, A5, A5R or B5 size paper.

8. **Top cover release** — Pull up on this to open the top cover.

9. **Top cover** — Opens to provide access for changing the toner and drum cartridge (or occasionally, fixing printout jams).

10. **Book cover** — Opens to scan an original document using the flatbed scanner (FBS).

11. **Document tray** — Supports the original document for straighter feeding into the automatic document feeder (ADF).

12. **Document guides** — You can adjust these for the width of the original document so it will feed properly into the ADF.

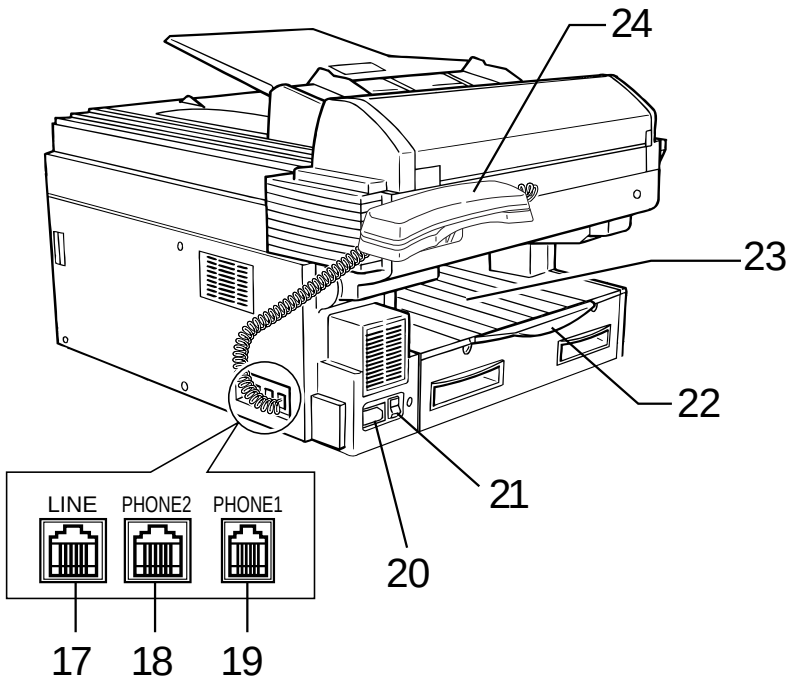
13. **Automatic document feeder (ADF)** — The slot into which you place your original document for faxing or copying. It holds up to 50 sheets of A4-sized paper, 25 pages of B4-sized paper or 15 pages of A3-sized paper.

14. **Scanner cover** — Opens to provide access, during occasional jams, to an original document you have put into the ADF.

15. **Scanner cover release** — Pull up on this to open the scanner cover.

16. **Flatbed scanner (FBS)** — Makes it possible for you to fax or copy objects and even irregularly shaped sheets, just as on a conventional copier.

Rear view



17. **LINE jack** — Where you plug in the telephone line cord. (The other end of the cord plugs into a wall telephone jack.)

18. **PHONE2 jack** — If you connect a second telephone to your machine, this is where you plug in the cord.

19. **PHONE1 jack** — Where you plug in the optional handset.

20. **AC power socket jack** — Where you plug in the AC power cord.

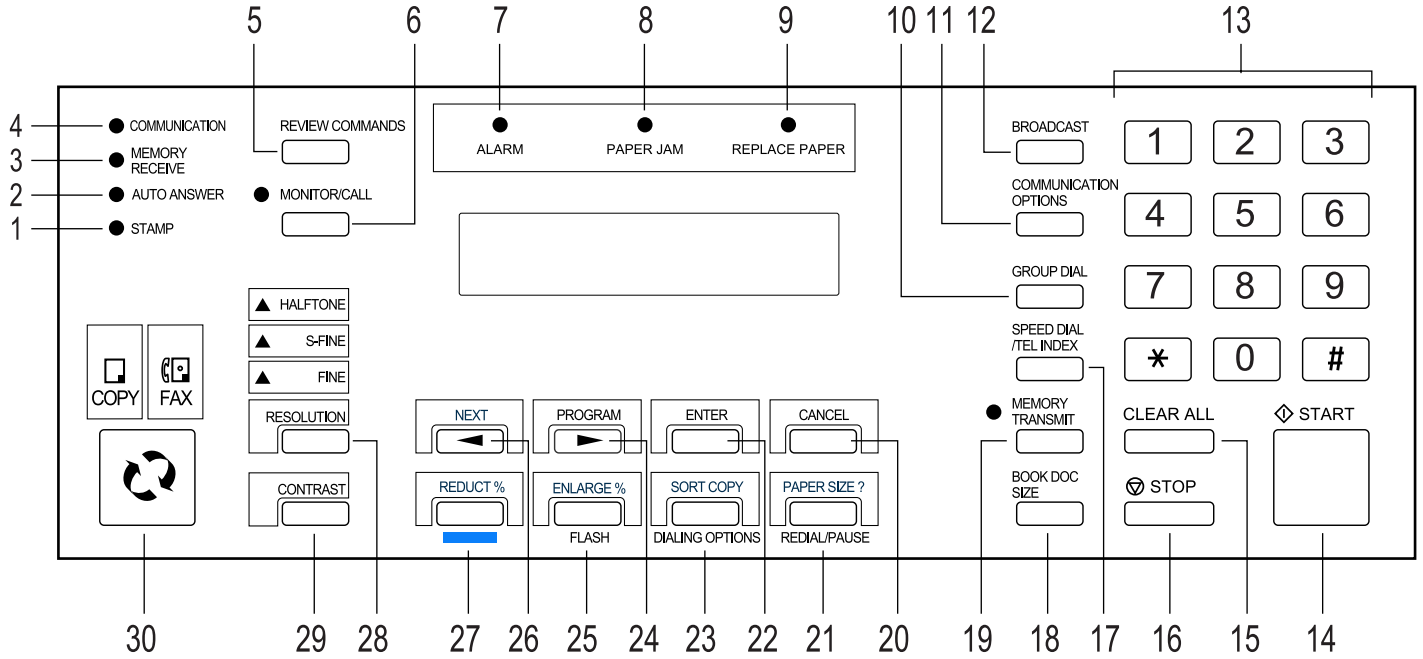
21. **AC power switch** — Turns your fax machine on and off.

22. **Paper tray** — Holds up the printout (fax or copy) after it emerges.

23. **Printed document exit** — Where the printout (fax or copy) emerges.

24. **Handset** (*optional*) — Used for voice communication.

What do the keys do?



Here is a brief description of the keys on your fax machine and what they do, as well as a look at your machine's indicator lights and their meanings.

1. **STAMP light** — If glowing, indicates the transmission confirmation stamp feature (see page 2.6) is on.

2. **AUTO ANSWER light** — You can select which mode your fax machine uses to handle incoming calls: answering automatically as a fax machine (*Fax Ready* mode) or waiting for the user to pick up the optional handset (*Tel Ready* mode). If the **AUTO ANSWER** light is glowing, your fax machine is in auto-answer mode.

3. **MEMORY RECEIVE light** — If glowing, indicates your fax machine is receiving an incoming fax document into the machine's electronic memory.

4. **COMMUNICATION light** — If glowing, advises you the fax machine is performing communication.

5. **REVIEW COMMANDS** — Press to review or alter pending fax commands.

6. **MONITOR/CALL** — During on-hook dialling, turns the monitor speaker off or on. When you're sending a fax, activates the *call request* feature.

7. **ALARM light** — If glowing, indicates a problem has occurred during fax communication or your fax machine encounters a problem printing a fax or copy. Check the display or an error report for more information.

8. **PAPER JAM light** — Glows when a printout (received fax message or copy) becomes jammed in your fax machine.

9. **REPLACE PAPER light** — Glows when the paper cassette is empty. See page 1.16 for more details on replacing paper.

10. **GROUP DIAL** — Helps you set up a fax transmission to a call group, a set of fax numbers which will receive the same document in one fax operation.

11. **COMMUNICATION OPTIONS** — Chooses from among several fax options: delayed transmission, SecureMail transmission, relay broadcast, polling, batch transmission or F-Code communication.

12. **BROADCAST** — Helps you set up the process of a fax broadcast (sending the same document to more than one location).

13. **Numeric keypad** — Just like the numeric keys on a regular tone-dialling phone. In addition to dialling phone and fax numbers, they also enter numbers when you're making certain settings.

14. **START** — Begins a manual fax transmission, manual reception or copying.

15. **CLEAR ALL** — Resets copying settings to their defaults.

16. **STOP** — An all-purpose STOP key. Stops the current operation, ejects a document from the automatic document feeder and cancels alarms.

17. **SPEED DIAL/TEL INDEX**— Starts a speed-dialling operation, which you finish by pushing three of the keys on the numeric keypad. Also displays one-touch and speed dial entries sorted alphanumerically, as in a telephone directory.

18. **BOOK DOC SIZE** — Sets the fax for either A4-, B4-, A5R- or B5R-sized documents when you use the flatbed scanner.

19. **MEMORY TRANSMIT** — Selects which transmission mode your fax uses, whether from memory or from the document feeder. If the light next to this key is glowing, your fax will scan documents into memory before trying to send them. Otherwise, your fax will transmit straight from the feeder, which is slower and also prevents others in your office from using the fax until your communication is absolutely complete. (When you use the flatbed scanner, the machine always uses memory transmission).

20. **CANCEL** — Press this key to delete characters on the LCD and cancel commands you have entered into the machine.

21. *In Fax mode:*
REDIAL/PAUSE — *Redials* the last number you dialled. In certain operations, it also produces a special *pause* character which can be useful during the dialling of long-distance numbers.
Or, in Copy mode:
PAPER SIZE ? — Selects the printout paper you want to use.

22. **ENTER** — Much as **STOP** is a "Whoa!" key, **ENTER** is a "Go!" key. It confirms user settings, begins operations and moves through command levels.

23. *In Fax mode:*
DIALLING OPTIONS — Press this to insert special symbols into telephone numbers (see page 2.7).
Or, in Copy mode:
SORT COPY — Press this key to toggle the sorting of printed copies.

24. *In Fax mode:*
►**/PROGRAM** — Scrolls (moves) through features and command options as displayed on the LCD.
Or, in Copy mode:
Press to increase the reduction or enlargement rate at 1% intervals.

25. *In Fax mode:*
FLASH — Lets you quickly disconnect a call and go right to the next one without having to hang up the handset.
Or, in Copy mode:
ENLARGE % — Press this key to choose one of several fixed copy enlargement rates. (See page 1.37 for more information.)

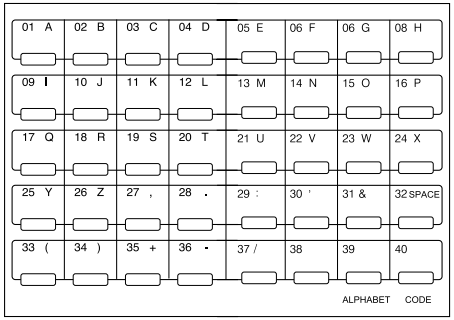
26. *In Fax mode:*
◄ — Scrolls (moves) through features and command options as displayed on the LCD.
In Fax mode, while scanning a document:
NEXT — Press to tell your machine to scan one or more additional documents after the current scanning ends.
In Copy mode:
Press to decrease the reduction or enlargement rate at 1% interval.

27. *In Fax mode:*
Blue key — Press to access the other telephone networks such as Cable & Wireless (Mercury).
Or, in Copy mode:
REDUCT % — Press this key to choose one of several pre-set copy reduction rates. (See page 1.37 for more information.)

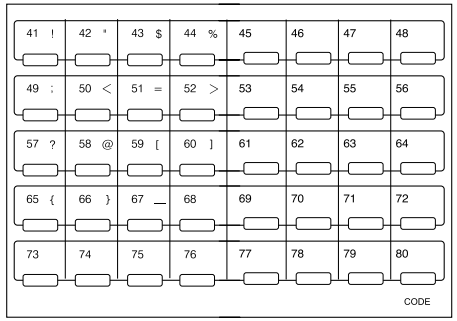
28. **RESOLUTION** —
In Fax mode:
Press to toggle among the three resolution modes and 64-level greyscale.
In Copy mode:
Press to select either superfine or 128-level greyscale mode.

29. **CONTRAST** — Press to enter the contrast setting mode. To change the contrast level, press ◄ or ► keys.

30. **COPY/FAX** — Press this key to toggle between Fax mode or Copy mode.



Flip Tab A



Flip Tab B

31. **One-Touch Keys** — The keys labelled **01-40** (or **41-80**, if you're using fliptab **B**) offer one-touch dialling convenience. You also can use the keys labelled **73-80**, if you're using fliptab **B**, for programmable functions: this lets you teach your machine an advanced multi-step function just once, then recall the function at any time by pressing one of these keys.

How to read this manual

Before you use this manual, read this list of symbols and terms, and make sure you know what each denotes.

⚠ WARNING : A potential hazard that could result in **serious** injury.

⚠ CAUTION : A potential hazard that could result in **minor** injury.

Important: How to avoid conditions or incorrect operations that could cause damage to your machine.

Note: Helpful hints, restrictions, or how to avoid difficulties.

You're in control!

We've worked hard to make sure your fax machine is easy for you to use. *You* can control *it* — not vice versa. So we've also tried to make these operating instructions just as easy. In that spirit, let's make sure there's no confusion about how to program your machine correctly.

To press:	0 (zero), 1, 2, 3, 4, 5, 6, 7, 8, 9, # or *
Use:	The numeric keypad.
Tip:	At no (other) time within this manual will we refer to the letters printed below the numeric keys, such as the *abc* by the **2** key. They are there only for your greater convenience in using your fax machine as a telephone.
To press:	**A, B, C, D, E, F, G, H, I, J, K, L, M, N, O,** or **P** (or other letter keys which may be required with the use of optional equipment)
Use:	The one-touch key by the name.
Tip:	Please don't confuse the zero *(0)* with the letter *O*.

Here's an example.
If we say "press **PROGRAM, J, ENTER, 0, 3, ENTER**"…

…you'd press **PROGRAM**
… then **J**
… then **ENTER**
… then **0**
… then **3**
… and then (finally) **ENTER**

Important: Please note that you would *not* be entering any comma or full stop characters. Those typographical characters appear in our instructions merely to serve their usual separative functions and are not intended for actual entry from your machine's control panel.
While there is a function (broadcasting) that requires the entry of commas, we provide special ways to do that, as we'll explain when the time comes.

Setting up

Pick an installation spot before going ahead

To keep your fax machine in perfect working order, the location should be:

- **Clean** — Dust build-up can damage your machine. (However, *do not* use a cover, which can promote overheating! See next item.)
- **Open around the fax** — Allow at least 16″ of clearance around your machine. Make sure that you never cover the machine: its vents must be able to "breathe."
- **Away from direct sunlight** — This helps avoid overheating. If you have to place the fax near a window, install heavy curtains or blinds to protect the fax from direct sunlight.
- **Dry** — Avoid any location where splatters or sprays (such as from a water fountain) could reach your fax machine.
- **Level, and vibration-free**.
- **Near a phone socket** — Your fax machine uses a standard ("modular") telephone socket, also known as an RJ-11.
- **Near an AC power outlet** — The AC power cord is about 5' long when stretched to its limit (and that's not the way to handle a power cord).
- **Away from heavy equipment** — Do not set up your fax near a television, radio, or heavy equipment — like air conditioners, copy machine or large printers — that can generate strong electromagnetic fields. Electronic "noise" can interfere with the operation of your fax machine.

Please heed these powerful tips

- **Use a standard three-pronged 230 VAC outlet.**
- **Make sure the outlet isn't controlled by a wall switch.** If it is, you'll risk inadvertent power off of your machine, causing you to lose fax messages.
- **Don't use an outlet which also is supplying power to a large appliance,** such as a refrigerator or air conditioner. Such high-consumption appliances can cause "draw-downs" (temporary drops in the power available for other equipment on the circuit) which could damage your fax machine.
- If at all possible, **use an electrical surge suppresser,** preferably one which guards both telephone and electrical lines. This device helps to shield your fax machine from damaging high-voltage electrical surges.

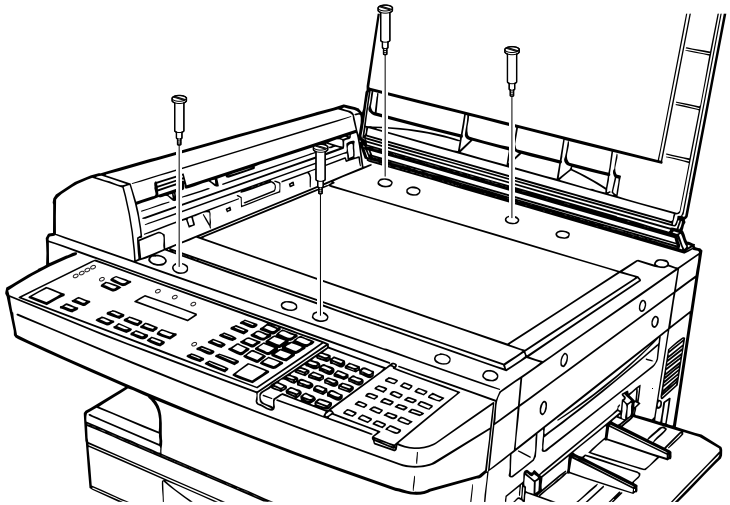
Voltage requirements: 230 VAC ± 10 %, 50/60 Hz
Power consumption: *Standby*, 21W*; transmission*, 47W; *reception*, 592W; *copying*, 621W; *maximum* (simultaneous copying, communicating and scanning), 839W.

Removing the transport screws

Your fax machine is shipped with *transport screws* for protecting your fax machine's mirror carriage during shipping.

Important: Be sure that you **do not** turn the power on until **after** you have removed the transport screws. Otherwise, damage could result.

1. Remove the four transport screws, as shown.



2. Get the *protection seals* from your manual kit, and attach one *protection seal* on each transport screw's now-open hole. This shields the hole while you are using the machine.

Important: Before you use the machine, you **must** turn off the *transport mode* (see page 1.17).

Note: Be sure to save the screws for reshipment. If you must ship your machine for some reason, **turn off the *transport mode*, turn the power off** and then undo the above procedure as follows:
— Remove the seals (reversing step 2);
— Reinstall the screws (reversing step 1).

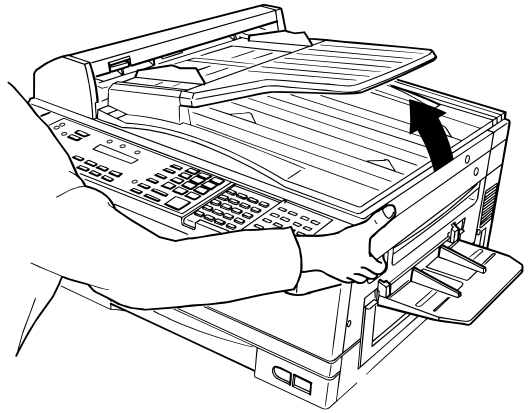
Installing the printing supplies

Your fax machine prints incoming faxes and copies with a high-speed laser *print engine.* The engine requires two types of *printing supplies*, or *consumables*:

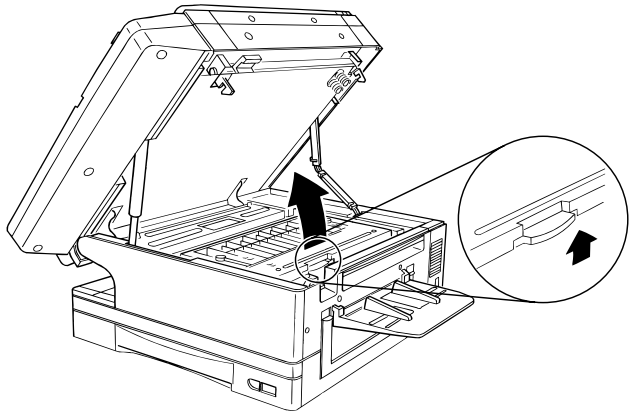
- The **drum cartridge** — It yields up to 10,000 normal A4-sized printouts (see "Specifications," page AI.1). By "normal," we're referring to the amount of text and/or graphics on each page. This is based on an industry-standard test document.
- The **toner cartridge** — It yields up to 10,000 such printouts (see "Specifications," page AI.1).

Here's how to install these supplies:

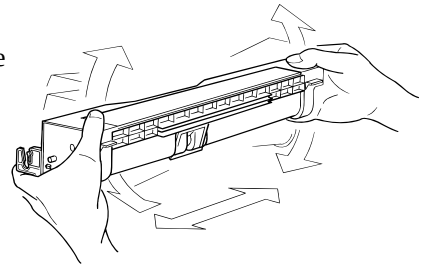
1. Open the top cover.



2. Open the printer cover.



3. Unpack a new toner cartridge from its carton. Then, holding the toner cartridge with both hands, slowly shake it as shown (note the arrows).



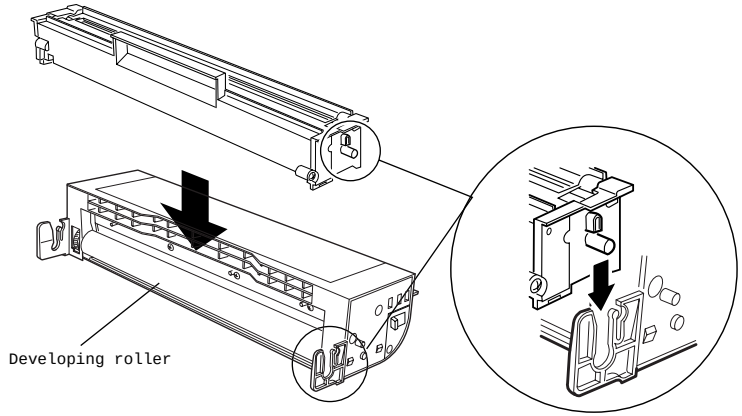
⚠ CAUTION: **Do not** throw the toner cartridge into the fire; this will avoid any possibility of ignition and/or injury.

4. Place the new toner cartridge on a flat, clean surface.

5. Unpack the drum cartridge from its carton.

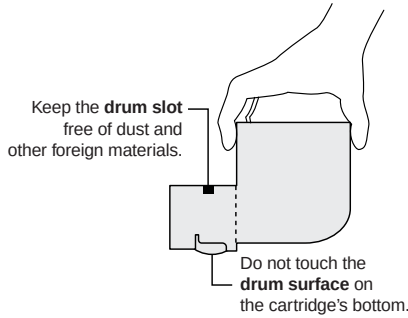
Important: Shield the drum cartridge from light, especially strong light. Later, if you have to remove the cartridge from the fax, immediately wrap it in a thick cloth to protect it from light.

6. Set the drum cartridge on the toner cartridge, making sure that the drum cartridge's two pins fit in the slits inside the toner cartridge frame.

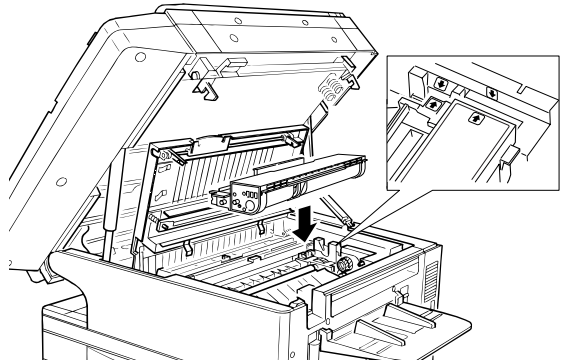


Note: Do **not** touch the developing roller.

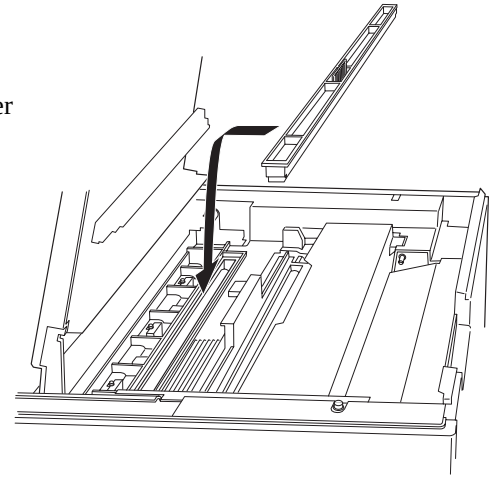
7. Grip toner cartridge as shown, to avoid pinching your fingers between the toner cartridge and the printer frame. Keep the drum slot free of dust and other foreign materials.



8. Gently install the toner cartridge in the printer, making sure the toner cartridge's four *pins* fit in the slits inside the printer frame.



9. Insert the fuser cleaner into the slot in the fuser unit. Fuser cleaner cleans the fuser unit roller. You should replace the fuser cleaner every time you change the new toner cartridge.



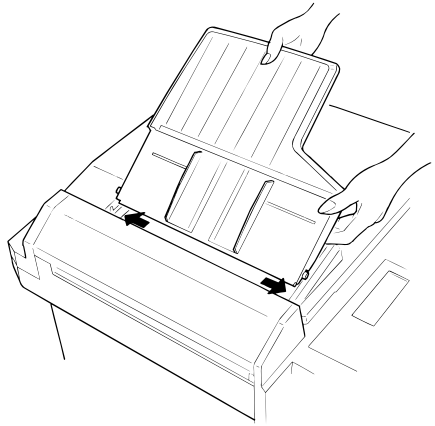
10. Close the printer cover.

11. Close the top cover. Be sure to push on a portion of the cover to lock it into its original (closed) position.

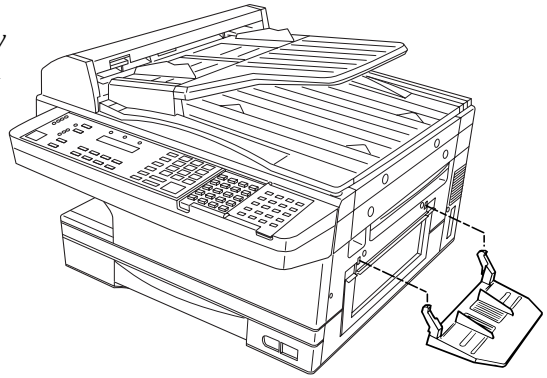
Note: The fax machine will not work if the cover isn't closed properly.

Attach the paper-handling parts

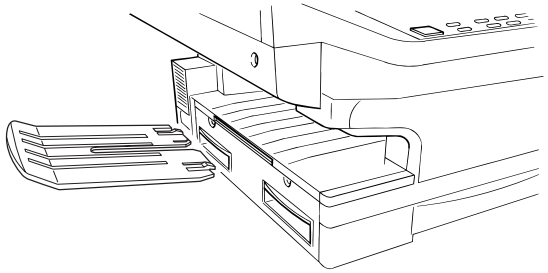
1. Attach the *document tray* by inserting it into the appropriate holes, as shown.



2. Attach the *Multipurpose tray* by inserting its two pegs at a slightly upward angle into the appropriate holes, as shown.



3. Attach the *paper tray* by inserting its two pegs at a slightly upward angle into the appropriate holes, as shown.

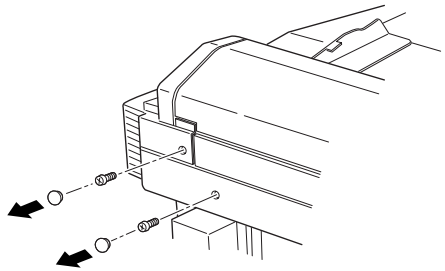


Attaching an optional handset

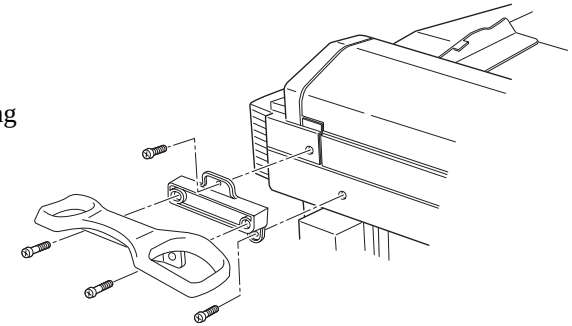
You may purchase an optional handset for your fax machine. Here is how to attach the handset.

Important: **Do not** connect the handset directly to a telephone **wall** socket. Instead, connect it only to your fax, as these instructions describe.

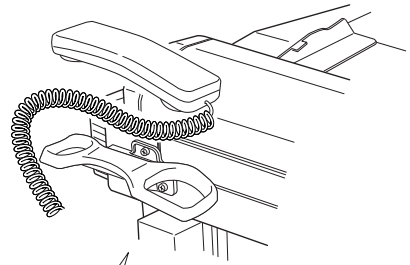
1. Remove the two screw caps and screws.



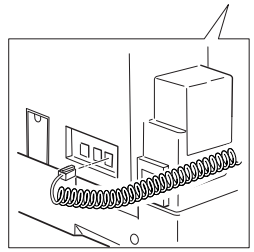
2. Using a Phillips-head screwdriver, attach the *handset cradle* to the rear side of your machine, using the screws included with the cradle.



3. Plug one end of the handset cord (it's curled) into the **PHONE1** socket on the left of your machine.



4. Plug the other end of the handset cord into the socket on the handset. If connected to a phone line, your fax machine is now "off-hook."



Note: The handset has a small "flash" button which you can press while holding the handset, putting the fax machine back "on-hook" until you can hang up the handset properly in step 5.

5. Place the telephone handset onto the handset cradle. The cradle will press the handset's "flash" button, hanging up the handset.

Attaching a second phone

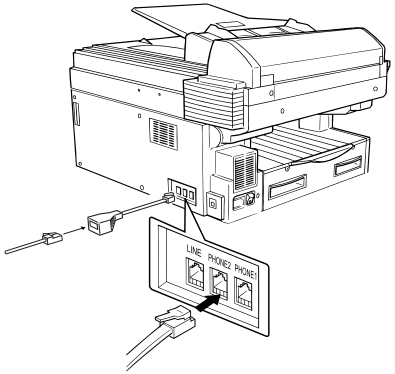
Want to attach a second phone (even a cordless model!) to your fax machine, so they can share the same phone socket? No problem.
Before we go further, let's explain the idea. You're plugging the second phone's phone line into your fax machine's **PHONE 2 socket**, not the wall phone socket. In such a setup, only your fax machine connects to the wall. The second phone receives phone signals through your fax machine.

Now, let's proceed…

1. Plug the **UK line cable adapter** into the **PHONE 2** jack on the rear of your fax machine.

2. If your second phone is already plugged into a wall phone socket, disconnect it from that socket. *Hold onto the phone plug; you'll need it in step 2.*

Note: Of course, if your second phone is a model which also requires AC power, as is true for the base of a cordless phone, **don't** unplug it from its AC power socket!



3. Using the plug mentioned in step 2, plug the phone cable from your second phone into the **UK line cable adapter**.

For information on how to use a connected second telephone with your fax machine, see "Receiving faxes," beginning on page 1.29.

Loading paper

Of course, one of your fax machine's most outstanding features is how it prints faxes and makes copies on plain paper! Now, everything that comes out of your fax machine is ready for distribution or archiving, right from the start.
The following instructions tell you how to load the paper on which the fax machine makes its printouts — copies and received faxes. Your machine's standard paper cassette can hold up to 400 sheets at a time. (Each optional cassette can hold up to 200 sheets).

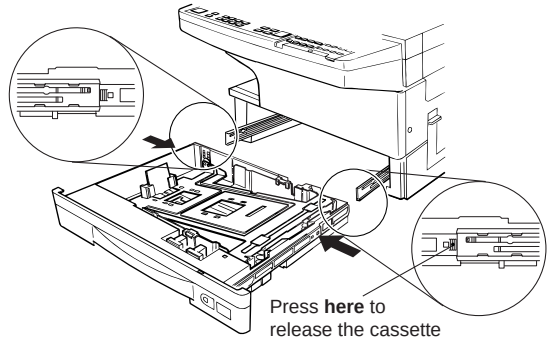
Loading the paper cassette

Before you load paper, note the following: A4, B4, A5R and B5R-sized paper.

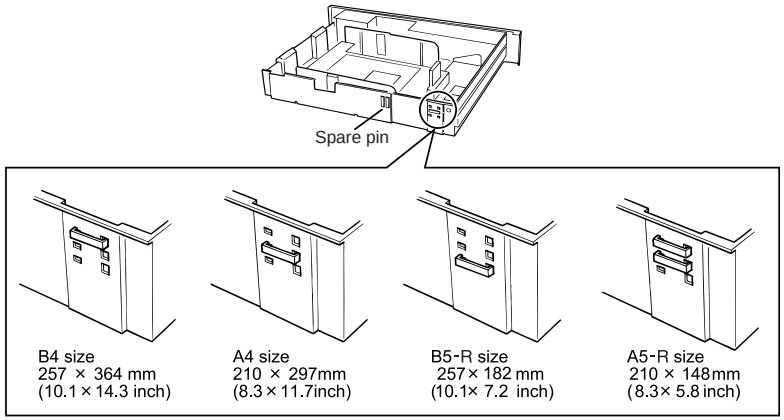
- The paper cassette can be adjusted to accept
- Before you load the cassette, you will need to "tell" your fax machine which size of paper you will be loading. You can do this by setting a pin located on the rear side of the paper cassette.
- You must change the cassette springs suitable for the paper size. (See Important note at right column in page 1.15.)

Note: If you will be using A4-sized paper, there's no need to adjust the cassette; your fax is initially set for this paper size. Simply attach the *A4* sticker to the outside of the paper cassette.

1. Pull the paper cassette completely out of your fax.



2. On the rear side of the cassette, you will see the pin and three sets of holes. For example, when the pin is in the middle set of holes, your fax thinks that the paper cassette holds A4-sized paper.

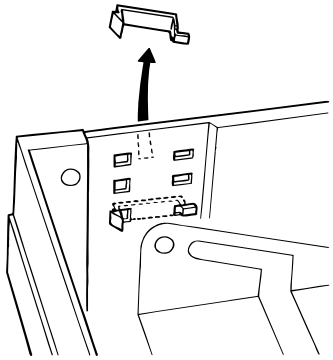


Setting for paper size

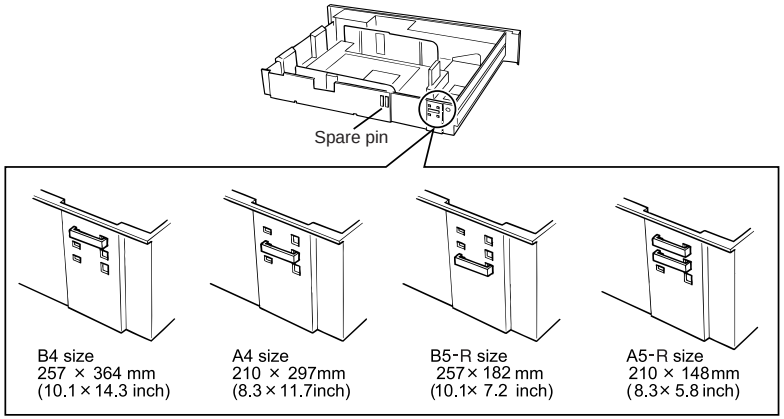
Your fax comes set for A4-sized paper. To set it to use another-sized paper:

1. Unlock the pin from the upper set of holes by reaching inside of the paper cassette and pressing the *nib*, as shown.

2. Remove the pin.



3. Insert the pin into the correct set of holes.



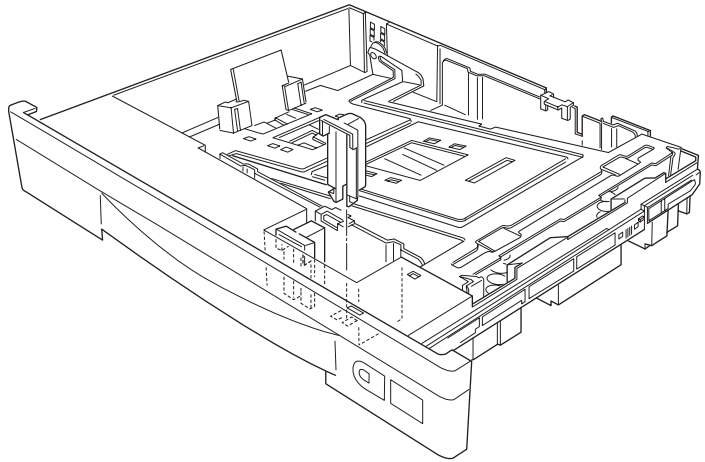
Important: If you try to use the different-sized paper which you set in this step, your fax will sound its alarm and display the following message when you try to print.

```
Check Rx Paper Size
Open&Close Top Cover
```

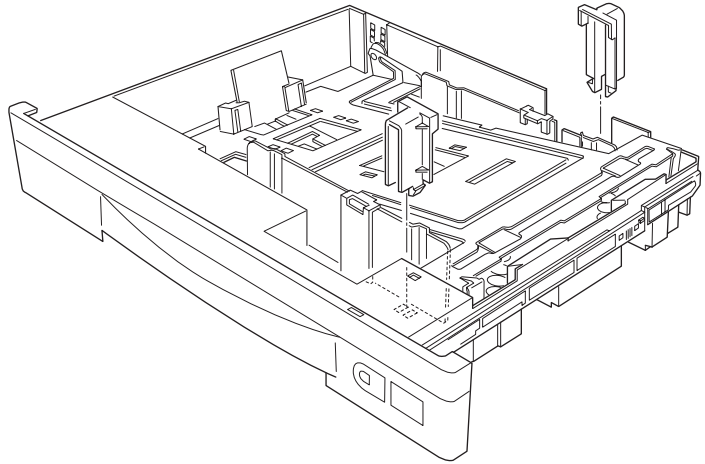
Note: Be sure to attach the *paper size sticker* to the outside of the cassette to remind you which paper size it contains.

4. If you will be setting B4- or B5R-sized paper in the cassette:
Remove the both side spacer and adjust the side paper guides — by sliding either of them to the left or right — to fit the paper you'll be setting.

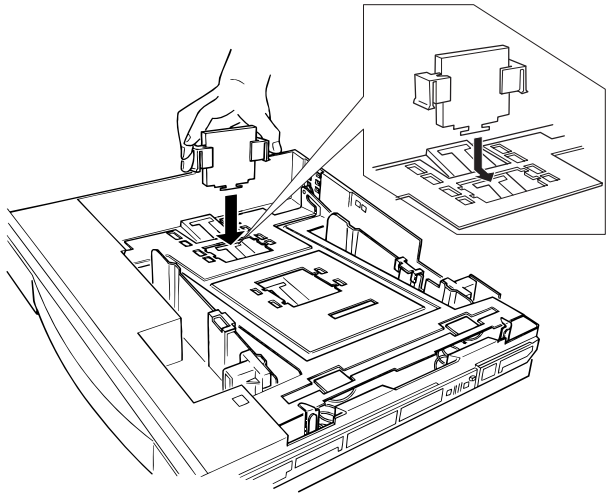
Note: Insert the removed spacer into the place of cassette as shown. Keep them, you'll need them when you change the paper size to the A4- or A5 size.



5. If you will be setting A4- or A5R-sized paper in the cassette:
Adjust the side paper guides — by sliding either of them to the left or right — to fit the paper you'll be setting, and then set the spacer as shown.



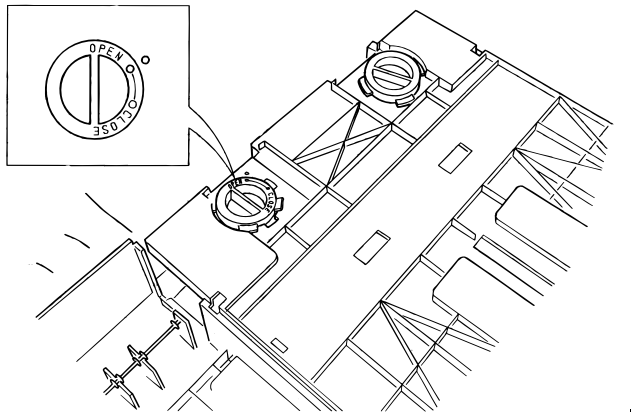
6. Install the paper guide into the holes corresponding to the paper size you are installing.



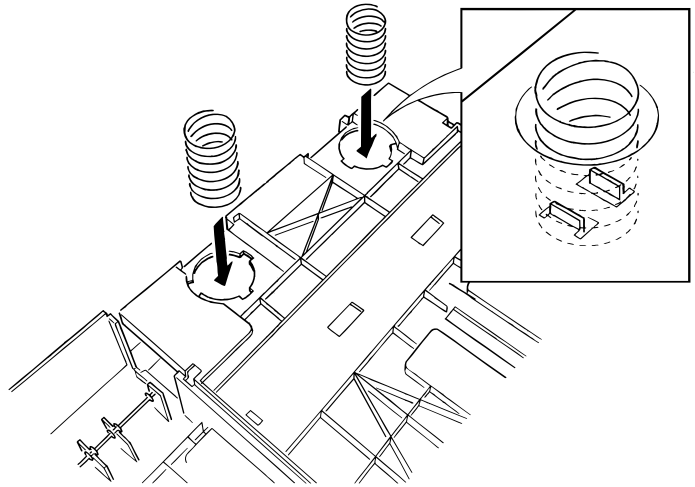
To change the cassette spring:

Important: Your paper cassette has two kinds of spring — blue springs and silver springs. The blue springs must be used for when using the A5R- or B5R-sized paper. The silver spring must be used for when using the A4- or B4-sized paper.
You change the cassette springs suitable for the paper size you are installing.

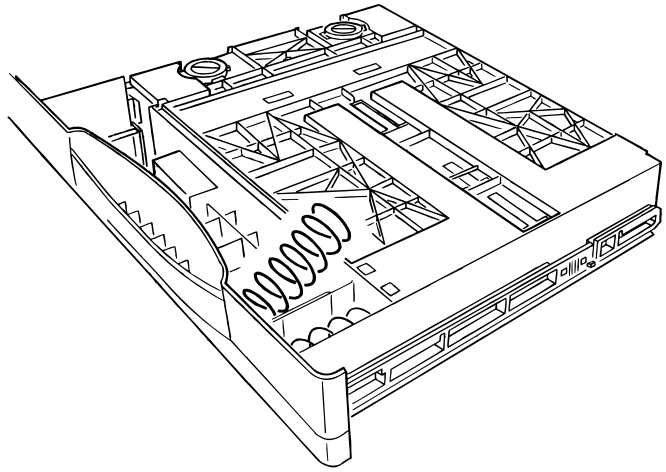
1. Remove the spring cap which is in the bottom side of the cassette.



2. Change the springs.
If you wish to use the A4- or B4-sized paper, insert the silver spring into the cassette.
If you wish to use the A5R- or B5R-sized paper, insert the blue spring into the cassette.

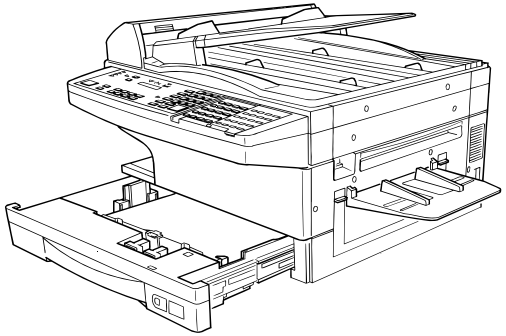


3. Insert the unused springs into the rear side of the cassette as shown. Keep them, you'll need them when you change the paper size to A5R- or B5R-sized paper from the A4- or B4-sized paper



Installing paper

1. Open the paper cassette from the front of your fax by gently pulling it toward you.



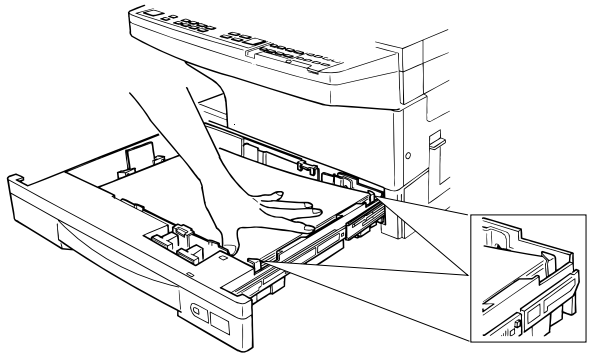
2. Insert the paper into the cassette.

Note: Before you insert paper in the cassette, stack it so the leading edge and sides of the paper are even.

- Make sure the stack of paper isn't higher than the *limit mark* on the side of the cassette.
- Place the edges of the top sheet under the *metal tabs* on the cassette's left and right side (as viewed from its front, as shown).
- The paper cassette can hold about 400 sheets of paper.

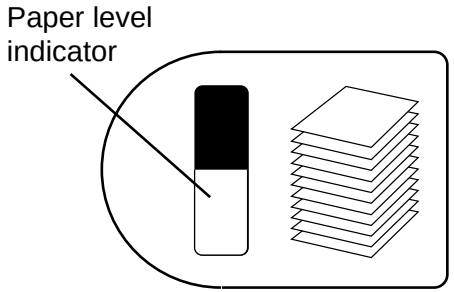
  Note: Each of the two optional additional cassettes can hold about 200 sheets of paper. Thus, you can have as many as 800 sheets of paper "on-line." For more details on these and other options for your fax machine, please contact your authorised Muratec dealer.

3. Check the front corners of the paper stack and make sure they are below the tabs.



4. Push the paper cassette back into its original (closed) position. You'll feel a click when it's properly in place.

5. Attach the paper size sticker on the cassette's front.



The paper level indicator on the front paper cassette lets you see how much paper is in the cassette without your having to open the cassette. When you see the paper level indicator drop (*i. e.*, show more dark area), make sure you have a supply of paper nearby. Then, when you see the "Please Supply Paper" message on the display, you'll be ready to refill the cassette.

Important: To avoid paper jams, *do not* refill this tray *without* first removing *all* of any paper which may remain in it. In other words, *do not* just *add* sheets to an already-loaded stack.

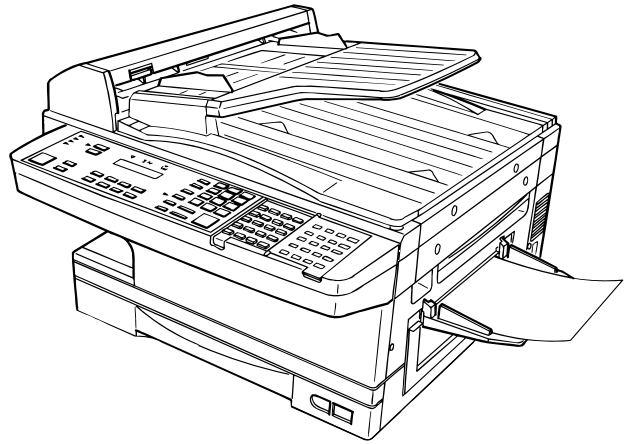
Loading the multipurpose tray for copying

You may use A4-, A5-, A5R- and B5 sized paper in the *multipurpose tray*, which the machine uses for *only* copying, not for faxing.

Important: If loading transparency (OHP) film into the multipurpose tray, be sure that the sheet is designed for *laser printers* and **not** for copiers. Also, be sure that the film *does not* have a paper backing and/or a leading strip. If it does, remove the paper backing and/or strip before inserting. Only film should go in, not film with any backing or strip.

1. Adjust the multipurpose tray for the width of paper you plan to load, by sliding the guide to the slot for the paper size you'll be loading.

2. Insert one sheet into the multipurpose tray until it won't go in any further

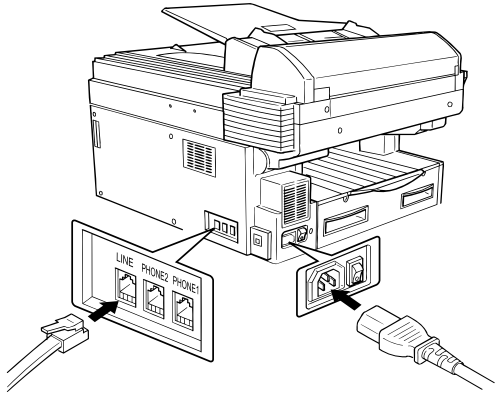


Note: The multipurpose tray can hold only one sheet of paper at a time.

Plug in and power up

1. Plug one end of the telephone line cord into the **LINE** socket on the machine's rear side. Plug the other end of the cord into a standard telephone wall socket, just as you would plug in a phone.

Note: If you have purchased an optional handset, do not confuse its *curled* handset cord with the uncurled telephone line cord.



2. Plug the non-pronged end of the AC power cord into the AC power cord socket on the left side of the machine.

3. Plug the pronged end of the AC power cord into a 230 VAC electrical outlet (preferably on a surge suppresser, as mentioned on page 1.9).

Important: Be sure that you do not turn the power on (next step) until *after* you have removed the transport screws (see page 1.10).

4. Use the AC power switch to turn on your machine. The markings are international standards: **I** means on, **O** means off.

It will take a few seconds for the machine to warm up. The display will show:

```
** Please Wait **
```

When the machine is ready to use (standby mode), you will see *either* . . .

```
Fax Ready
  14 Apr 1998 15:30
```

Fax mode

. . . *or* . . .

```
Copy Ready
◁||| ▶  C1:A4 100%
```

Copy mode

If the machine beeps, its **ALARM** light glows and the display shows an error message, this means there is a problem of some sort. Please consult "Just in case...," beginning on page 3.1.

Turn off the transport mode

Important: Be sure you *do not* turn the power on until *after* you remove the transport screws. (See "Removing the transport screws," page 1.10.)

To turn off the transport mode:

1. Power up the machine.
If the machine is already in Fax mode, skip to step 3.
If the machine is in Copy mode, proceed to step 2.

2. Press **COPY/FAX** to switch the machine to Fax mode.

3. Press **PROGRAM, *, E.**

```
Mirror Locked  :On
      Program/Enter
```

4. Select *Off* by pressing **PROGRAM**. Then press **ENTER** to turn off the transport mode. The mirror carriage will move to the home position.

```
Mirror Locked  :Off
      Program/Enter
```

Important: If you must reship the machine to any other location, turn *on* this mode to move the mirror carriage to the transport position (in step 4, above, press **PROGRAM** to set the transport mode to *On*), then power off and mount the mirror carriage using the four transport screws.

Adjust the monitor speaker's volume

You can set the volume of the monitor speaker, assuring that on-hook dialling will be as loud (or as soft) as you require.

1. Press **MONITOR/CALL** on the control panel. You now should hear a dial tone, and the display will show:

```
** Tel Mode **
```

Important: If you don't hear a dial tone, make sure your fax machine is plugged into a working phone line.

2. If the volume you hear is satisfactory, skip to step 4.
Otherwise, proceed to step 3.

3. Adjust the volume as you wish:
To turn the volume up, press ►.
To turn the volume down, press ◄.

The LCD indicates the volume. Here are the possible settings:

```
**  Tel Mode  **
Volume:
```
= Volume off.

```
**  Tel Mode  **
Volume:▬▬
```
= Low setting.

```
**  Tel Mode  **
Volume:▬▬■■
```
= Medium setting.

```
**  Tel Mode  **
Volume:▬▬■■■■
```
= Loudest setting.

4. Press **MONITOR/CALL** again to hang up.

EasyStart

Your Muratec fax machine comes with *EasyStart*. It guides you in entering the basic settings required for normal operation — so it's *easy* for you to *start* using your machine quickly. (Of course, you can make other settings later or change these settings. We'll explain in "Beyond the basics," beginning on page 2.1.)

Clearing settings before beginning

Before using EasyStart, clear your machine's built-in *user data memory*, which stores settings. This insures the memory will hold only your settings.

Important: After you use EasyStart, please *do not* clear the memory again *unless* an authorised technician asks you to do so.

To clear the machine's memory:

1. Press **COPY/FAX** to change the Fax mode. Then press **PROGRAM**, *, **2**.
   The display now asks whether you're sure about clearing the memory:

   ```
   Clear User Settings
   Check Program/Enter
   ```

   Note: If you don't want to proceed, just press **PROGRAM**.

2. If you are sure, press **ENTER** to complete the process by clearing the existing user data memory settings.

What do you want to do?

EasyStart will want you to enter a little information; so, first, please determine the following before you proceed:

- **The type of dialling** your telephone system requires — You may select either *tone* or *pulse* (rotary) dialling.
- **The name and fax number you wish to appear on your faxes** — Every fax page you send will arrive at the receiving machine with a single line of text at the very top of the page. Among other things, this text will list a *name* and a *fax number*. The name must not be longer than 22 *characters*.

  Note: Incidentally, the fax industry term for this text is *Transmit Terminal Identifier* (*TTI*). (Another term, *Subscriber ID*, refers to just the fax number in the TTI.)

Using EasyStart to enter initial settings

Important: Be sure your fax machine has paper before you begin EasyStart, since this feature can print a handy settings list at the conclusion.

Important: If you press **STOP** during EasyStart, your fax machine will return to standby mode (its normal condition) but will retain what settings you saved by pressing **ENTER** as described in these instructions.

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM, I** (the letter "I," *not* the number "1")**, ENTER**.
   The display will show the current setting of the fax's built-in calendar/clock, with a cursor appearing under the first digit.

   ```
   Enter Time
        '01 01/01 00:00
   ```

3. Use the numeric keypad to enter the correct date and time, using a *YYMMDD* format for the date and *24-hour* format for the time. For instance, if it's 8:30 PM on March 10, 1998, press **9803102030**, which results in:

   ```
   Enter Time
        '98 03/10 20:30
   ```

   Note: Your fax machine automatically inserts the spaces and date-slash. All you have to do is enter the digits.

   To change only one digit, press ◄ to move the cursor leftward, or ► to move it rightward, to that digit. Then, enter the correct digit.

4. Press **ENTER** to save the clock setting and continue EasyStart.

5. The LCD now asks you to enter your fax number as you want it to appear on other fax machine's displays or printouts.
   The fax industry term for this number is *Subscriber ID*.

   ```
   Your Fax Number
   _
   ```

6. Use the numeric keypad to enter the dialling number. To put in a dash for easier reading, as shown here, press **DIALING OPTIONS** once. The number may contain up to 20 characters (numbers any dashes).

```
Your Fax Number
972-555-5525
```

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

7. Press **ENTER** to save the number.

8. The LCD now asks you to enter the name you want it to appear at the top of faxes you send. The name may be up to 22 characters in length.

Important: You enter letters and other non-numeric characters through the one-touch keys.

```
Your Name  :Upper
_
```

The word "Upper" means the machine is currently set for entering only upper-case letters. Therefore, if you press **R**, the machine will "see" it as an *R* (not an *r*).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **ALPHABET**.

```
Your Name  :Lower
_
```

To switch back for upper-case entries, press **ALPHABET**.

To enter spaces, punctuation and symbols, enter the desired characters shown on the one-touch keypad. In "Beyond the basics," we'll show you how to use the **CODE** function at **CODE** to enter a wide variety of characters (see page 2.3). For now, however, become familiar with the **ALPHABET** key.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

9. Press **ENTER** to save the setting and continue.

10. The display now indicates the type of dialling, tone or pulse, for which the fax machine is set.

```
Phone Type:   Tone
      Program/Enter
```

If the dialling setting is acceptable, skip to step 12.
Otherwise, proceed to step 11.

11. To change the setting, press **PROGRAM** once or twice until your choice appears (here, we've changed the setting to Pulse mode).

```
Phone Type:   Pulse
      Program/Enter
```

12. Press **ENTER** to save the setting and continue.

13. The LCD now indicates the machine's current default reception mode.

```
Fax Ready
      Program/Enter
```

If the setting you see is acceptable, skip to step 15.

Otherwise, proceed to step 14.

14. To change the setting, press **PROGRAM** repeatedly until your choice appears. (See pages 1.29–1.33 for more on reception modes.)
Here we've selected "Fax Ready" mode.

```
Fax Ready
      Program/Enter
```

15. Press **ENTER** to save the setting.

You're all done!

Sending faxes

Some guidelines

How big and small your pages can be

While you'll probably be sending normal-sized documents most of the time, you *can* fax a piece of paper as small as a notepad sheet or nearly three feet long!

To be precise, the acceptable dimensions (width × length) are:

Automatic document feeder (ADF) section

Single-sheet transmission	Multiple-sheet transmission
Maximum: 360 mm × 900 mm	Maximum: 297 mm × 420 mm
Minimum: 120 mm × 100 mm	Minimum: 148 mm × 105 mm

Flatbed scanner (FBS) section

Maximum: 257 mm × 364 mm

Things NOT to put in your fax

Important: To help avoid troubles ranging from paper jams to out-and-out damage to your machine, please **don't insert:**

- Folded, curled, torn, wrinkled or very thin pages
- Documents with staples, glue, tape, paper clips or correction fluid
- "Sticky notes" (or documents with "sticky notes" attached)
- Cardboard, newspaper or fabric
- Pages with duplicating carbon on either side
- Credit cards or similar small, thick items

Resolution, greyscale and contrast

Reviewing resolution and greyscale

- **Normal** resolution (indicated if neither the **FINE** light, **S-FINE** light nor **HALFTONE** light is on) — Suitable for most typed documents and simple drawings.
- **Fine** resolution (**FINE** on the control panel) is ideal for maps, moderately complicated drawings, financial or hand-written documents.
- **Superfine** resolution (**S-FINE** on the control panel; "S Fine" on the display) reproduces the detail of extremely complicated drawings or line art.
- **Greyscale** mode (**HALFTONE** on the control panel; "Gray" on the display) captures shades in photographs and drawings.

Note: If you send a fax in superfine, certain fax models (especially older, non-Muratec models) will receive it only in fine mode. However, you can send a fax in greyscale mode to virtually any fax machine currently in use.

Note: If making a copy, you may select only the Superfine or Greyscale resolution.

To change the resolution setting, press **RESOLUTION** repeatedly. As noted above, if neither the **FINE, S-FINE** nor **HALFTONE** LED (*light-emitting diode*; in this case, a small green light) is glowing, your fax is set for normal resolution. Otherwise, a glowing LED indicates the fax is using the setting named by that LED. For example, in the drawing (*left*), the machine is set for fine resolution.

Contrast

Setting the *contrast* allows you to compensate for any excessive lightness or darkness, as the case may be, of document pages you are sending or copying.

To change the contrast setting:

1. Press **CONTRAST** on the control panel. The display, or *LCD* (*liquid crystal display*), indicates the current contrast setting.

2. To adjust the contrast setting, press ◄ , ► or **CONTRAST**.
To light up an overly dark document, press ◄.
To darken an overly weak document, press ►.

Here are the possible settings:

```
Set Contrast
  Light ◁■•|••▶ Dark
```
= **Light** — Lightens up overly dark originals.

```
Set Contrast
  Light ◁•■|••▶ Dark
```
= Provides some lightening of originals.

```
Set Contrast
  Light ◁••■••▶ Dark
```
= **Normal** — Suited to most documents.

```
Set Contrast
  Light ◁••|■•▶ Dark
```
= Provides some darkening of originals.

```
Set Contrast
  Light ◁••|•■▶ Dark
```
= **Dark** — Darkens weak, "washed-out" images.

Note: Until you become accustomed to using the Light and Dark settings, you might tend to confuse them. Just remember what we say above — "Light lightens" and "Dark darkens" — to keep it straight!

Entering a pause character when dialling

Your fax machine provides *special dialling characters* which you may find useful. We'll discuss most of them later (see page 2.7), but you may need to know now about the *pause character.* Some long-distance systems require dialling pauses, and pauses also can be useful when you're dialling through special telephone exchanges.

To insert a pause character, just press **REDIAL/PAUSE** (after you've dialled at least one other character). The display will show **-/** (the pause character). Each pause you enter lasts for a factory-set five seconds (see "Changing the pause length," right column, for how to change this setting). For example, assuming the pause is at the factory setting, pressing **9**, **REDIAL/PAUSE**, **1 9 7 2 4 0 3 2 0 0 9** dials *9 [5-second pause] 19724032009*.

Important: Each pause uses two of the characters you're allowed in a number.

Changing the pause length

The pause is set by the factory to last five seconds, but you can set it to last as long as ten seconds if necessary. *If you find the five-second pause is satisfactory when you use it with your phone system, **do not** make this change.* But, if you must:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM, J, 0, 4, ENTER**.

```
Set Dialing Pause
Time (05-10):     05
```

If the setting you see is acceptable, skip to step 4.
Otherwise, proceed to step 3.

3. Use the numeric keypad to enter the desired length of the dialling pause. Here, we've chosen nine seconds.

```
Set Dialing Pause
Time (05-10)      09
```

Note: The length setting requires two digits, so there always must be a leading zero for lengths other than 10 seconds.

4. Press **ENTER** to save the setting.

Potential problems with call-waiting and voice mail

Telephone call-waiting signals can stop fax transmission and reception and, of course, any service — such as voice mail — which may intercept your calls can keep your fax machine from getting fax calls. If you must use only one phone line, please consult your telephone company for information on how you can temporarily disable call-waiting or voice mail while using the fax machine.

Using memory transmission

Your fax machine has a great memory! and, because it does, it can finish fax jobs more quickly than otherwise would be possible.

By automatically scanning your fax document into, then transmitting from, its memory — rather than transmitting each part of the scan only as quickly as the receiving fax machine can receive it — your fax machine can hand you back your original document more rapidly.

Here's a real money saver on long distance fax calls: if you're transmitting to another memory-equipped Muratec fax machine, your machine will send the document directly into the other machine's memory and hang up! (The receiving machine then prints out your message from its memory.) This cuts your actual on-line time to a minimum.

Better still: set up a delayed command (see pages 2.20–2.22) to send your document to that other Muratec fax machine after hours, and you'll save two ways on the call: not only will the call itself be short, but also the line charges will be cheaper!
You can set your fax machine always to transmit from memory as a default.

Note: Whichever choice you make, you can override that choice one transmission at a time by pressing **MEMORY TRANSMIT**. (However, see the "Important" item, *below*.) After completing the communication, your fax machine will return to your desired transmission setting.

Note: Although it's probably best to decide to transmit from memory, be aware that certain types of documents can quickly exhaust even your machine's large memory supply. Obviously, documents with large numbers of pages qualify; so do documents with lots of dark areas, since darker pages create more data for your fax machine to "remember" and send. When the machine's memory supply is full, it can transmit only in normal (*i. e.*, non-memory) mode.

Important: When you transmit using the FBS, your machine *always* transmits from memory. This choice is available only when you transmit using the ADF.

To make memory transmission the default for transmissions from the ADF:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM, J, 1, 3, ENTER**.

```
Memory Tx:      On
      Program/Enter
```

If the setting you see is acceptable, skip to step 4.
Otherwise, proceed to step 3.

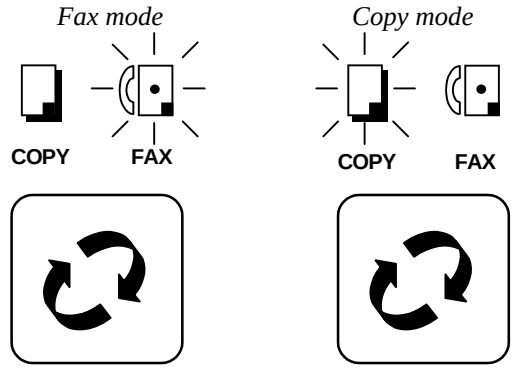
3. To change the setting, press **PROGRAM** once or twice. In this example, we've chosen *Off*.

```
Memory Tx:      Off
      Program/Enter
```

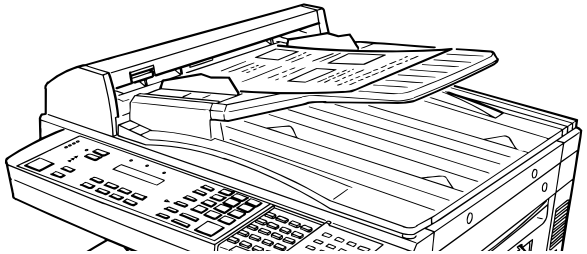
4. Press **ENTER** to save the setting.

Toggling between Fax mode and Copy mode

To toggle (switch between) Fax mode or Copy mode, simply press **COPY/FAX**.
The glowing LED tells you the current machine mode:



Sending using the ADF

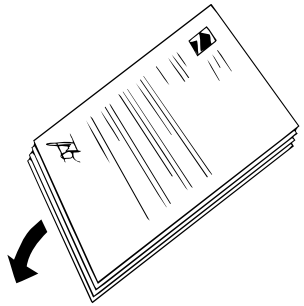


1. If the machine is already in Fax mode, skip to step 2.
If the machine is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Adjust the document guides — by sliding either of them to the left or right — to fit the page(s) you'll be faxing. Your fax machine's automatic document feeder will hold up to 50 pages of A4-sized paper, 25 pages of B4-sized paper or 15 pages of A3-sized paper.

Note: If your fax machine's scanning width (see page 2.2) is set to "A4", your machine scans the centre 208 mm and sends it unreduced (see pages 2.3–2.4 for more on reduction).

3. If you're sending a multi-page document, "fan" the pages slightly. The bottom sheet should extend just slightly from the others.



4. Insert the document **face up**. When you insert your documents correctly, you will hear a short beep.
The display will now show the current scanning width setting and the amount of memory available.

```
Document Ready
A4          Mem:100%
```

5. Slide the document guides to fit the width of the document.

6. Adjust resolution and contrast if necessary.
If these are OK, skip to step 7. Otherwise, as desired:
Press **RESOLUTION** to change the resolution.
Press **CONTRAST**, then press ◄ or ► to change the contrast.

7. To use your default memory transmission setting, skip to step 8.
Otherwise, press **MEMORY TRANSMIT** once to "toggle" (switch on or off) memory transmission.

8. Now, enter the fax number.
(In fax terms, you're calling the *remote fax*, on its *remote fax number*.)
Use the numeric keypad to enter the number:

```
Press Start
919725552009_
```

As you can see, you also enter any access codes (such as a *9* for "dialling out" from an office telephone system, or *1* for long-distance) along with the number, just as you would for a regular phone call.

. . . or . . .

Press a one-touch key to dial the number. (See page 2.8)

. . . or . . .

Press **SPEED DIAL/TEL INDEX** once, followed by a three-digit speed dial number, to dial the number. (See page 2.11)

. . . or . . .

Press **SPEED DIAL/TEL INDEX** twice and search for the name to dial the number. (See page 2.14)

9. Press **START.**

Now, everything is up to the machines — yours and the one you're dialling.

- If you've set your fax to transmit from memory, your machine will first scan the document into memory, then dial the other fax. When it makes contact, your machine transmits the stored document from memory.
- If you've set the fax is set for *non*-memory transmission, your machine simply dials the other fax. When it makes contact, your machine feeds the document through, scanning and transmitting it as it goes.

Note: The more "stuff" (or *black coverage*, to use the fax term) your machine "sees" on a page, the more slowly the page will feed through as the fax scans it — especially when you transmit in non-memory mode. Sending a page in greyscale mode or certain resolution settings makes your machine "see" more "stuff." The same is true if you set the contrast to Dark.

At the end of the operation, your fax machine beeps and displays:

```
972-555-2009
   ** Complete **
```

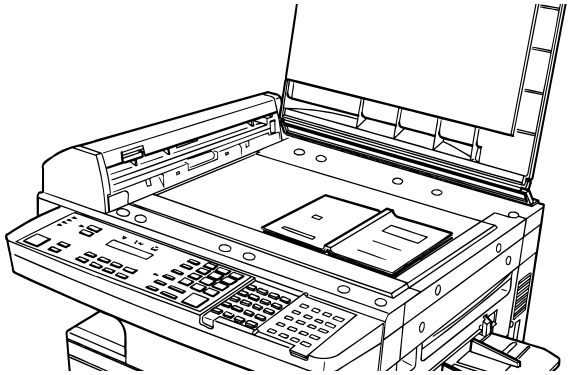
Important: Whenever you transmit, whether this way or in the numerous ways we'll describe throughout this manual, what actually appears on the top line of the display will depend upon how the remote fax number is set. The line may even be blank.

Note: What if the call fails for some reason? See pages 1.27–1.28.

Sending using the FBS

1. If the machine is already in Fax mode, skip to step 2.
If the machine is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. If there isn't a document in the feeder, skip to step 3.
If there's a document in the feeder, remove it.

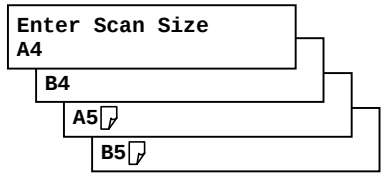


3. Open the book cover.

4. Place the document face down on the FBS and align it with the document scale on the right, then gently close the book cover.
Make sure the document is set beyond the right front corner.

⚠ CAUTION: *Gently* close the book-cover so that you don't catch your hands, possibly injuring them.
When a thick document, such as a book, is on the FBS, ***do not press strongly*** from the top of the book-cover. This may break the *contact glass* and cause an injury.

5. Press **BOOK DOC SIZE** to select the document size, **A4, B4, A5R** or **B5R**.



6. Adjust resolution and contrast if necessary.
If these are OK, skip to step 7. Otherwise, as desired:
Press **RESOLUTION** to change the resolution.
Press **CONTRAST**, then press ◄ or ► to change the contrast.

7. Now, enter the fax number.
(In fax terms, you're calling the *remote fax*, on its *remote fax number*.)
Use the numeric keypad to enter the number:

```
Press Start
919725552009_
```

As you can see, you also enter any access codes (such as a *9* for "dialling out" from an office telephone system, or *1* for long-distance) along with the number, just as you would for a regular phone call.

. . . or . . .

Press a one-touch key to dial the number. (See page 2.8)

. . . or . . .

Press **SPEED DIAL/TEL INDEX** once, followed by a three-digit speed dial number, to dial the number. (See page 2.11)

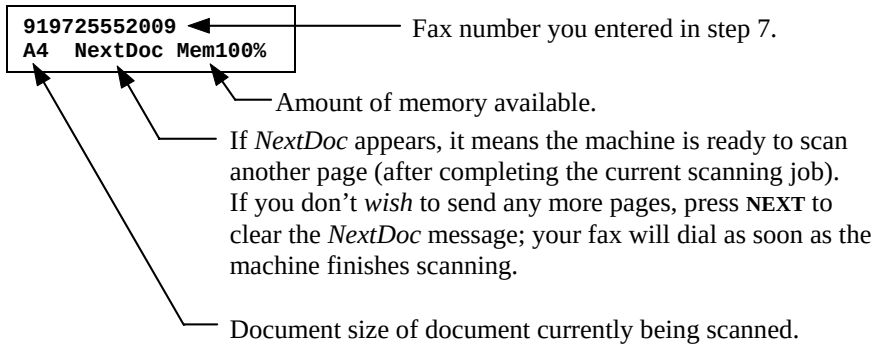
. . . or . . .

Press **SPEED DIAL/TEL INDEX** twice and search for the name to dial the number. (See page 2.14)

8. Press **START.**
Your machine will scan the document into memory.

Note: The more "stuff" (or *black coverage*, to use the fax term) your machine "sees" on a page, the more slowly the page will feed through as the fax scans it — especially when you transmit in non-memory mode. Sending a page in greyscale mode or certain resolution settings makes your machine (see more detail). The same is true if you set the contrast to Dark.

While your machine scans the document, the display will show:


919725552009
A4 NextDoc Mem100%
Fax number you entered in step 7.
Amount of memory available.
If *NextDoc* appears, it means the machine is ready to scan another page (after completing the current scanning job). If you don't *wish* to send any more pages, press **NEXT** to clear the *NextDoc* message; your fax will dial as soon as the machine finishes scanning.
Document size of document currently being scanned.

9. When the scanning is done, the display will show:

```
Start Scan → Next
Tx Start → Start
```

To send more pages, proceed to step 10.
If the machine has finished scanning all the pages you want to send on this transmission, press **START**, and skip to step 12.

10. Place the next page, then press **NEXT** to start scanning.

11. To send any more pages, repeat steps 9–10.

12. Now, everything is up to the machines — yours and the one you're dialling. When it makes contact, your machine transmits the stored document from memory.

Note: What if the call fails for some reason? See pages 1.27–1.28.

Sending a fax with on-hook dialling or a handset: manual transmission

Important: Manual transmission available only when you use the ADF.

You also can fax a document by dialling using either the monitor speaker (this is called "on-hook" dialling) or the optional handset. Here's how:

1. If the machine is already in Fax mode, skip to step 2.
If the machine is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Insert the document into the ADF.

3. Adjust resolution and contrast if necessary.
If these are OK, skip to step 4. Otherwise, as desired:
Press **RESOLUTION** to change the resolution.
Press **CONTRAST**, then press ◄ or ► to change the contrast.

4. Obtain a dial tone. You can do this by either:

- Activating the monitor speaker (by pressing **MONITOR/CALL**).

… or …

- Lifting an optional handset.

In either case, the display shows:

```
  **  Tel Mode  **
_
```

5. Enter the fax number by using the numeric keypad.

Note: For information on entering one-touch and speed-dial numbers, see pages 2.11–2.14.

```
  **  Tel Mode  **
919724032009_
```

Enter access codes along with the number, just as for a regular phone call.

6. When you hear fax tones from the remote unit, press **START**.

Note: If a person answers the phone, tell him or her you're trying to send a fax. When his/her machine sends you fax tones, then press **START**.

7. If you're using the monitor speaker, skip to step 8.
If you're using an optional handset, hang up (after pressing **START**).

Note: What if the call fails for some reason? See "Redialling manually," next page.

8. At the end of the transmission, your fax machine beeps and displays:

```
972-555-2009
  ** Completed  **
```

Cancelling sending a document

To cancel a *non*-memory transmission, press **STOP** two or three times (if you're using the ADF, the document will finish feeding through the machine) until the machine returns to standby mode.
To cancel a memory transmission, you'll need to use the Review function (see page 1.28 for an introduction).

If the call doesn't go through: redialling

If the call fails (and you were not using either the monitor speaker or a handset), your machine's display will show something similar to:

```
**  Auto Redial  **
```

This means your fax machine is set to redial, automatically, the fax call you just tried. While in this *Auto Redial mode*, the machine can receive faxes and makes as many as 99 fax transmissions.

If you dialled without using either the monitor speaker or an optional handset, your fax automatically redials the number every few minutes (you set the interval; see "Making redial settings," *right column*) until one of these happens first:

It reaches the remote fax machine.

It has automatically redialled the number for the last try (again, see "Making redial settings," *right column*).

Note: If you used either the speaker or a handset, you *must* redial *manually* (*right column*).

If the last try fails, your machine may print (and/or display) error messages. For more information, see pages 3.7–3.12.

Redialling manually

You always can redial fax or voice calls manually; and, again, you *must* redial manually if you dialled by using either the monitor speaker or a handset.
To redial a fax call manually *without* using either the monitor speaker or an optional handset:

1. Confirm that the document is still in the feeder and that your desired resolution and contrast settings are still correct.

2. Press **REDIAL/PAUSE**.

To redial a fax call manually by using either the monitor speaker or an optional handset:

1. Confirm that the document is still in the feeder and that your desired resolution and contrast settings are still correct.

2. Obtain a dial tone: either press **MONITOR/CALL** or lift the handset.

3. Press **REDIAL/PAUSE**.

4. When you hear fax tones from the remote unit, press **START**.

Note: If a person answers the phone, tell him or her you're trying to send a fax. When his/her machine sends you fax tones, then press **START**.

To redial a voice call manually using an optional handset:

1. Obtain a dial tone: either pressing **MONITOR/CALL** or lift the handset.

2. Press **REDIAL/PAUSE**. When the other person answers, speak to him/her on the handset.

Making redial settings

It's up to you how many times the fax redials a number and how long it waits during redials (that's called the *redial interval*). Here's how to make those settings:

1. Change to the Fax mode, then press **PROGRAM, J, 0, 6, ENTER**.

```
Set # Of Redials
#      (2-5):      2
```

If the number of rediallings you see is acceptable, skip to step 3. Otherwise, proceed to step 2.

2. To change the setting, use the numeric keypad to enter the desired number of rediallings. You may enter *2* to *5*. In this example, we've entered *3*.

```
Set # Of Redials
#      (2-5):      3
```

3. Press **ENTER** to save the setting.

```
Set Redial Interval
Inter. (3-5):      3
```

If the number of rediallings (in times) and redial interval (in minutes) you see is acceptable, skip to step 5.
Otherwise, proceed to step 4.

4. To change the setting, use the numeric keypad to enter the desired number.

5. Press **ENTER** to save the setting.

Cancelling memory transmission or automatic redial: an introduction to REVIEW COMMANDS

To cancel either a memory transmission (see page 1.23) or an automatic redial, you'll use **REVIEW COMMANDS.** First, a bit of explanation, however…

- When your machine stores a document for automatic redial, that makes that document one of those stored commands.
- Because your fax machine can store multiple transmission commands in memory, it keeps track of each command by assigning it *a command number — e.g.,* "C00."

The Review function gives you the power not only to *check on* (review) each command currently pending in your machine's memory but also to *detect* a command if you decide not to go ahead with the command and send the document.

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **REVIEW COMMANDS** once.
The LCD shows the *first* command, indicated by its command number and the phone number the command will dial (or, perhaps, redial).

```
C00:5552009
      Program/Cancel
```

3. If this *is* a command you want to cancel, skip to step 5.
If this is *not* a command you want to cancel, proceed to step 4.

4. Press **PROGRAM** to continue on to the next command in the *command queue*, then go back to step 3.

5. Press **CANCEL**. The display shows:

```
C00:5552009
Check Program/Cancel
```

6. If you *do* want to cancel this command, press **CANCEL** again.
If you want to *avoid* cancelling this command but *do* want to review *other* commands in the queue, press **PROGRAM** to view the next command, and go back to step 3.

If you want to stop reviewing the stored commands, press **STOP** to return the machine to standby mode.

This function gives you enormous control over some of your machine's most powerful features. For more information on the **REVIEW COMMANDS** function, please see pages 2.21–2.22.

Receiving faxes

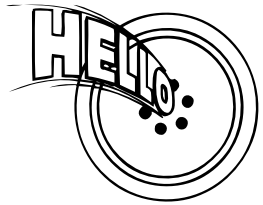
Different ways to get the job done

Reception modes

Your fax machine has two different reception modes — Tel Ready and Fax Ready — each of which we'll explain in a moment, along with giving you an idea of which one you should use, depending upon your set-up.

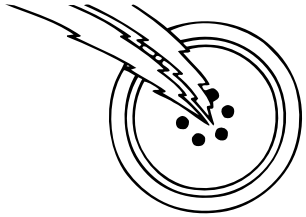
Answering calls manually — for both reception modes

In either reception mode, you can always answer calls manually if you have an optional handset installed. Just pick it up, as you would if using a normal phone.



If you hear someone speaking to you...
...go ahead and have a normal phone call.

If you hear distinctive fax tones ("beep — beep — beep — beep") press **START** and hang up the optional handset. Your fax machine will begin receiving a fax.



Note: Don't try to answer a call by pressing **MONITOR/CALL**. The monitor function is only for on-hook dialling. Your fax machine does *not* have a speakerphone.

Tel Ready mode: when Auto Answer is off

Use it if:

- You intend to use the same line for both fax and phone calls
  and
- You're using, on that line, at least one other phone which is not connected to your fax machine
  and
- **You have installed an optional handset on your fax machine.**

In this mode: Your fax machine never answers calls automatically; you must answer each call and handle it as described in "Answering calls manually — for all reception modes" (this page, left column).

To select Tel Ready:

1. Press **COPY/FAX** to change to the Fax mode, if the machine isn't the Fax mode.
2. Press **PROGRAM**, **I**, and then **ENTER** five times. The LCD will show your current reception mode.

   ```
   Fax Ready
         Program/Enter
   ```

3. To change the reception mode, press **PROGRAM** repeatedly until "Tel Ready" appears.
4. Press **ENTER** to save the setting.
5. The machine will return to the standby mode.

In Tel Ready mode, the Auto Answer light isn't lit.

Fax Ready mode

Use it if: You have your fax machine installed on a "dedicated" line (one it doesn't share with a second phone).

In this mode: Your fax machine answers each incoming call after a certain number of rings (see page 2.4) and attempts fax reception.

To select Tel Ready:

1. Press **COPY/FAX** to change to the Fax mode, if the machine isn't the Fax mode.
2. Press **PROGRAM**, **I**, and then **ENTER** five times. The LCD will show your current reception mode.

```
Fax Ready
      Program/Enter
```

3. To change the reception mode, press **PROGRAM** repeatedly until "Fax Ready" appears.

```
Fax Ready
      Program/Enter
```

4. Press **ENTER** to save the setting.
5. The machine will return to the standby mode.

In Fax Ready mode, the Auto Answer light is lit.

Fax/Tel Ready mode

Use it if: You're using the machine as not only your fax machine but also a telephone.

In this mode: Your fax machine answers each incoming call and, if you receive a voice call, alerts you with a special ring.

As its name implies, the Fax/Tel Ready reception mode is sort of a hybrid of the Fax Ready and Tel Ready modes.

To select Fax/Tel Ready:

1. Press **COPY/FAX** to change to the Fax mode, if the machine isn't the fax mode.
2. Press **PROGRAM**, **I**, and then **ENTER** five times. The LCD will show your current reception mode.

```
Fax Ready
      Program/Enter
```

3. To change the reception mode, press **PROGRAM** repeatedly until "Fax/Tel Ready" appears.

```
Fax/Tel Ready
      Program/Enter
```

4. Press **ENTER** to save the setting.
5. Press **STOP** to return the machine to standby mode.

In Fax/Tel Ready mode, the Auto Answer light is lit.

Silent fax operation in Fax/Tel Ready mode

Use silent Fax/Tel Ready operation if you want your fax machine to:

- Receive faxes silently (i.e., without beeping at the end of each reception)

. . . but also . . .

- Alert you when a regular voice call comes in.

If a voice call comes in, your machine detects it and sounds a special ring for about 30 seconds. If you hear it, you'll know you should answer.

To make your fax operate this way:

1. Set your fax machine for Fax/Tel Ready, as previously described.
2. Activate *silent mode* on your machine (see page 2.5).

Note: Of course, turning on the silent mode on your fax machine won't turn off ringers on other telephones in your house or office. Similarly, other phones won't distinguish between fax and voice calls.

What if you answer a fax call?

With your fax machine in Fax/Tel Ready mode, you can easily use your fax machine on the same line as the other telephone(s) already in your home or office.

Now, let's deal with the two possible ways your phone(s) and your fax can live happily together on one line:

- A phone connected directly (physically) to your fax machine (see page 1.12).
- A phone, or phones, connected elsewhere in your home or office.

Using a phone connected to your fax machine

If you answer a connected phone and hear fax tones, simply press **START** and hang up the handset. Your fax machine will go ahead and receive the fax call.

Using a phone not connected to your fax machine

Let's say you have another telephone connected to the same line ("branch connected") as, but not physically to, your fax machine. If you answer a call on such a phone and hear fax tones, here's what to do to receive the incoming fax:

1. Don't hang up the line! Instead, either:
   - Put the telephone handset down (but — again — don't hang it up)

   . . . or . . .
   - If the telephone has a "hold" feature, put the phone on hold and then hang up the handset.
2. Go to your fax machine.
3. Press **MONITOR/CALL**.
4. Press **START**.
5. Return to the telephone. If you didn't put the phone on hold in step 1, hang up its handset.

Tel/Fax Ready mode

Use it if: You're using the machine as not only your fax machine but also a telephone.

In this mode: Your fax machine will answer all calls after a number of rings you determine (see page 2.4). If a caller sends a fax, your machine will begin reception. If a voice call comes in, your machine detects it and sounds a special ring for about 30 seconds. If you hear it, you'll know you should answer.

As its name implies, the Tel/Fax Ready reception mode is sort of a hybrid of the Tel Ready and Fax Ready modes.

To select Tel/Fax Ready:

1. Press **COPY/FAX** to change to the Fax mode, if the machine isn't the fax mode.
2. Press **PROGRAM**, **I**, and then **ENTER** five times. The LCD will show your current reception mode.

   ```
   Fax Ready
         Program/Enter
   ```
3. To change the reception mode, press **PROGRAM** repeatedly until "Fax/Tel Ready" appears.

   ```
   Tel/Fax Ready
         Program/Enter
   ```
4. Press **ENTER** to save the setting.
5. Press **STOP** to return the machine to standby mode.

In Tel/Fax Ready mode, the Auto Answer light is lit.

Ans/Fax Ready mode

Use it if: You're using an answering machine which is connected directly to your fax machine; or you're using a second telephone which is connected directly to your fax machine.

In this mode: Your fax machine waits until the phone has rung a certain number of times (see "Using an answering machine with your fax machine", next column) before it attempts fax reception. This gives your answering machine (or you, in the case of using a second phone) a chance to "grab" the line when someone calls.

To select Ans/Fax Ready:

1. Press **COPY/FAX** to change to the Fax mode, if the machine isn't the fax mode.
2. Press **PROGRAM**, **I**, and then **ENTER** five times. The LCD will show your current reception mode.

   ```
   Fax Ready
         Program/Enter
   ```

3. To change the reception mode, press **PROGRAM** repeatedly until "Fax/Tel Ready" appears.

   ```
   Ans/Fax Ready
         Program/Enter
   ```

4. Press **ENTER** to save the setting.
5. Press **STOP** to return the machine to standby mode.

In Ans./Fax Ready mode, the Auto Answer light is lit.

Using an answering machine with your fax machine

Here are a few additional steps you'll need to follow if you're connecting your answering machine to your fax machine:

1. Set the fax machine for Ans/Fax Ready, as previously described.
2. Set your answering machine to answer calls after no more than two rings. (Consult the answering machine's instructions if necessary).

   Note: Your answering machine may have a "toll-saver" feature which causes the machine to allow only one ring if it has messages waiting. However, since some versions of this feature allow as many as four rings if there aren't messages waiting, using this feature may cause problems. So please be sure your answering machine is set to allow no more than two rings, regardless of whether it has messages waiting.

3. Finally, use your answering machine to create a new outgoing message. Here's a suggested message:

   Hello! You've reached [your name or telephone number]. *To leave a* ***voice*** *message, please wait for the beep. To send a* ***fax****, press* **START** *on your fax machine. Thanks for calling!*

   Important: Due to the way fax machines work, your message must be no longer than 10 seconds to avoid causing problems.

Detection of "silent" fax machines

Some older fax machines don't send fax tones when transmitting. If you're using your answering machine with your machine, this may cause a problem. Under these circumstances, your fax machine would fail to detect the calling fax machine; as a result, the answering machine would record the call — dead silence.

However, your fax machine can accommodate these "silent" machines *without* disrupting your answering machine operation. For more information, call your authorised Muratec dealer.

What if you answer a fax call?

Using a phone connected directly to your fax machine

If you answer a directly connected phone and hear fax tones, simply press **START** and hang up the handset. Your fax machine will go ahead and receive the fax call.

Using a phone not connected to your fax machine

Let's say you have another telephone connected to the same line (*"branch connected"*) as, but not physically to, your fax machine. If you answer a call on such a phone and hear fax tones, here's what to do to receive the incoming fax:

1. Don't hang up the line! Instead, either:
   - Put the telephone handset down (but – again – don't hang it up)

   . . . or . . .

   - If the telephone has a "hold" feature, put the phone on hold and then hang up the handset.
2. Go to the fax machine.
3. Press **MONITOR/CALL**.
4. Press **START**.
5. Return to the telephone. If you didn't put the phone on hold in step 1, hang up its handset.

When the paper runs out

Getting the word from your machine

When your fax machine runs out of paper, the machine beeps, the **REPLACE PAPER** light glows and the display indicates the "Please Supply Paper" message.
Of course, your fax machine cannot print fax messages or copies without paper. However . . .

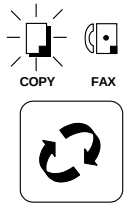
Receiving when fresh out of paper

If your machine runs out of paper while you're away, it will store in memory up to 100 separate receptions (see the note, below). This is called out-of-paper reception. Then, when you replenish the paper supply, the fax machine will print the stored messages automatically! This is a great ease to your peace of mind, especially for overnight and weekend sessions.

Note: How many pages (as opposed to receptions) your fax machine can store for out-of-paper reception will vary. It depends upon not only your machine's memory capacity but also the types of documents being sent, and the resolution settings at which the documents are sent, to your machine.

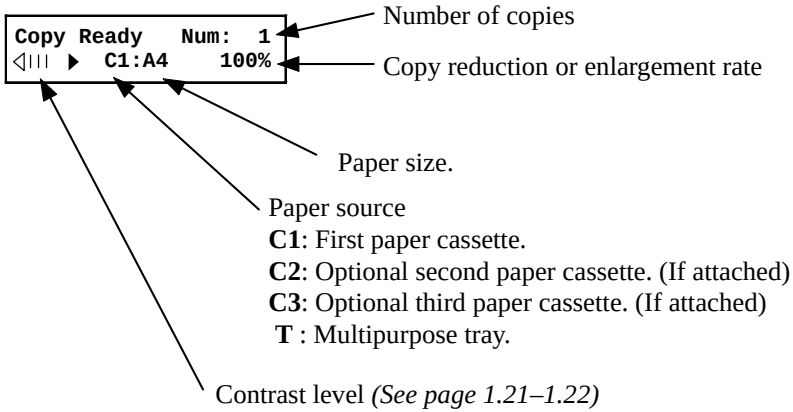
Making copies

One of the best things about your fax machine is that it doubles as a copy machine. This makes it easy for you to keep copies of your important documents, such as insurance forms, receipts and letters. That's right: no more dashes to the copy shop!



Press **COPY/FAX** to change to the Copy mode.

When the machine is in the Copy ready mode, the LCD will show:


Copy Ready Num: 1
C1:A4 100%
Number of copies
Copy reduction or enlargement rate
Paper size.
Paper source
C1: First paper cassette.
C2: Optional second paper cassette. (If attached)
C3: Optional third paper cassette. (If attached)
T : Multipurpose tray.
Contrast level (See page 1.21–1.22)

Making copy settings

Number of pages

Use the numeric keypad to enter the desired number of copies for the document.

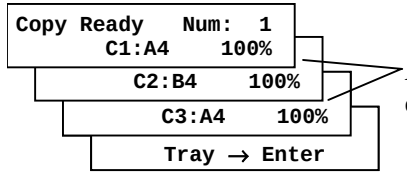
Copy reduction or enlargement rate

Your fax machine can make enlarged and reduced copies. For more information, see "Setting of enlargement or reduction for copying," page 1.37.

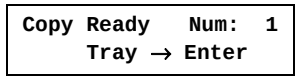
Note: The copy enlargement and reduction rate setting affects only copying. It doesn't affect the fax reception reduction rate (see pages 2.3–2.4).

Paper source and paper size

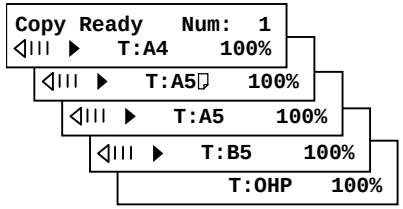
If you wish to select the paper supply source manually, press **PAPER SIZE ?** repeatedly until your desired paper source appears:



You may also choose from either the standard paper cassette (C1) or the Multipurpose tray (T). If your machine also has either or both of the two optional cassettes, you may also choose (C2) or (C3). To use the Multipurpose tray, press **ENTER** while the display shows:



Then, press **PAPER SIZE ?** to set paper size. This is the size of the paper in either the paper cassette (or cassettes, if you have one or both of the optional cassettes) or Multipurpose tray. You can set A4-, B4, A5R or B5R-sized paper in the paper cassette(s), and A4-, A5, A5R or B5-sized paper in the Multipurpose tray. When you set the transparency film on the multipurpose tray, please select "OHP" mode.



Contrast level

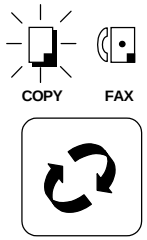
See "Contrast" (pages 1.21–1.22) for more information.

Sort copy

Press **SORT COPY** to toggle (switch on or off) sorting copy if necessary. The initial setting is *Off*.

How to copy

When using the ADF

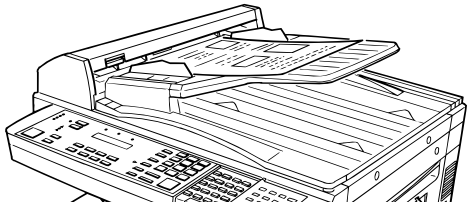


1. If necessary, press **COPY/FAX** to change to Copy mode. Otherwise, proceed to step 2.

2. Prepare the document just as you would to send a fax (if necessary, review page 1.24).

Note: There are certain types of documents you *never* should insert into your fax machine. (You might wish to review "Things NOT to put in your fax," page 1.21.)

3. Insert your document **face up**. Adjust the document guides for a correct fit. When the document is correctly inserted, you'll hear a short beep.



- If copying a multi-page document, "fan" the pages so that the bottom page extends just slightly from the rest.
- Your machine's ADF will hold up to 50 pages of A4-sized paper, 25 pages of B4-sized paper or 15 pages of A3-sized paper.
- Make sure that **all** the pages are the same size and thickness. **Do not** attempt to feed documents of different size and thickness in the same stack.

Note: Before copying, your machine automatically tries to select suitable sized paper from its paper cassette(s) to copy at 100%. If there isn't suitable sized paper in the cassette(s), the machine automatically will set the reduction rate so as to fit the printout on one sheet of paper, and the display will show:

```
Copy Ready   Num:  1
◁III ▶  C1:A4    100%
```

Of course, you always can make manual changes in the reduction rate (see page 1.37) and paper source (see page 1.34).

4. Adjust resolution and contrast if necessary.
Press **RESOLUTION** to change the resolution.
Press **CONTRAST**, then press ◄ or ► to change the contrast.

Note: For copying, your only resolution choices are either superfine or halftone mode.

5. Set the reduction rate, if you want. (See "Setting of enlargement or reduction for copying," page 1.37.)

6. If you want to make only one copy of each page of the document, skip to step 9. Otherwise, proceed to step 7.

7. Use the numeric keypad to enter the desired number of copies for each page in the document. You may choose one to 99 copies. Here, we've entered "*03*" to choose a setting of three copies.

```
Copy Ready   Num:  3 ◄── Number of copies
◁III ▶  C1:A4    100%
```

Note: For fewer than 10 copies, enter a leading zero before the digit — *e.g.*, "*03*" (although, as shown above, the zero will not appear in the final display).

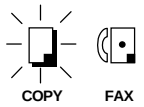
8. Press **SORT COPY** once or twice to "toggle" (switch on or off) the sorting of copies, as desired.

9. Press **START** to begin the copying process.

Note: To stop the copying before it is through, press stop.

Note: Thanks to your machine's Triple Access feature (see page 2.35 for more), copying doesn't keep you incommunicado while in progress: you can start a fax or voice call and even receive a voice call during copying.

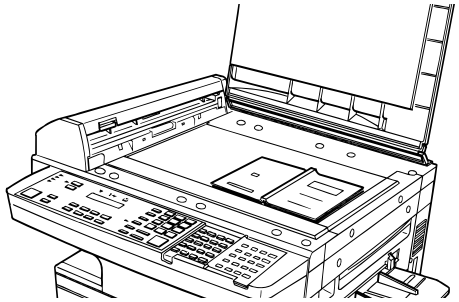
When using the FBS



1. If necessary, press **COPY/FAX** to change to Copy mode. Otherwise, proceed to step 2.

2. Open the book cover, place your document **face down** on the FBS and align it with the scale on the right.

Note: Be sure that you place the original document on the FBS in the same orientation as the paper in the paper source (which you'll select in step 4, below).



3. *Gently* close the book cover.

4. Press **PAPER SIZE ?** to select recording paper (see page 1.34).

5. Adjust resolution and contrast if necessary.
Press **RESOLUTION** to change the resolution.
Press **CONTRAST**, then press ◄ or ► to change the contrast.

Note: For copying, your only resolution choices are either superfine or greyscale mode. (See page 1.21.)

6. Set the reduction or enlargement rate, if needed. (See "Setting of enlargement or reduction for copying," page 1.37.)

7. If you want to make only one copy of each page of the document, skip to step 10. Otherwise, proceed to step 8.

8. Use the numeric keypad to enter the desired number of copies for each page in the document. You may choose one to 99 copies. Here, we've entered "03" to choose a setting of three copies.

```
Copy Ready    Num:  3
◁III ▶  C1:A4     100%
```
← Number of copies

Note: For fewer than 10 copies, enter a leading zero before the digit — *e g.*, "03" (although, as shown above, the zero will not appear in the final display).

9. Press **SORT COPY** once or twice to "Toggle" (switch on or off) the sorting of copies, as desired.

10. Press **START** to begin the copying process.

Note: To stop the copying before it is through, press **STOP**.

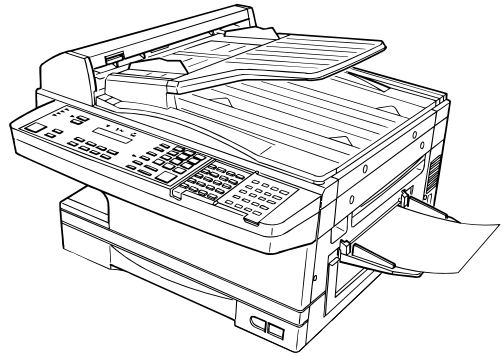
Note: Thanks to your machine's *Triple Access* feature (see page 2.36 for more), copying doesn't keep you incommunicado while in progress: you can start a fax or voice call and even receive a *voice* call during copying.

When using the Multipurpose tray

When you need to use a size of paper not currently loaded in your machine's paper cassette(s), or when you want to use a special *type* of paper (such as transparency film), use the Multipurpose tray.

Important: If loading transparency (OHP) film into the multipurpose tray, be sure that the sheet is designed for *laser printers* and **not** for copiers. Also, be sure that the film *does not* have a paper backing and/or a leading strip. If it does, remove the paper backing and/or strip before inserting. Only film should go in, not film with any backing or strip.

1. Either insert the document in the ADF or place it on the FBS.



2. Place a sheet of printout paper on the Multipurpose tray. Then align the paper guides to the sheet's edges and insert the sheet until it comes to a stop.

Note: Place the original document in the same orientation as the paper in the paper source (which you'll select in step 5, *next page*).

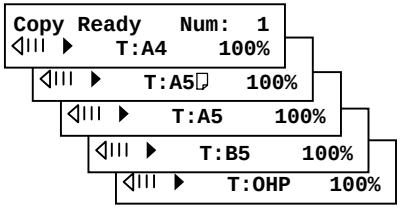
- If you are going to make more than one copy, you should insert the printout paper only one page at a time.
- You may use A4-, A5R-, B4- or B5R sized paper.

3. Press **PAPER SIZE ?** repeatedly until the following display appears:

```
Copy Ready    Num:  1
     Tray → Enter
```

4. Press **ENTER**.

5. Then, if necessary, press **PAPER SIZE ?** again to select a same size of recording paper you place document on the ADF or FBS. You can select either A4-, A5-, A5R- or B5-sized paper.



Note: When you set the transparency film, please select "OHP" mode. You can use the A4-sized transparency film.

6. If necessary, select desired resolution, contrast, reduction/enlargement rate. (See "Setting of enlargement or reduction for copying," *right column*.)

7. Press **START** to begin the copying process.

Setting of enlargement or reduction for copying

Your fax machine is capable of enlargement and reduction when copying.

Note: The copy enlargement and reduction rate setting is available *only* for copying, not for faxing.

Important: Copy enlargement is available only for copying using the FBS; it is *not* available for copying using the ADF.

To change the reduction or enlargement rate for copying, either select a *pre-set* rate or *directly enter* a rate.

Selecting a pre-set rate

Either . . .

- Press **ENLARGE** to select one of the following fixed *enlargement* rates.

  → 100% → 115% → 122% → 141% → 172% → 200% ┐

  115%: *B5* → *A4*
  122%: *A4* → *B4*, *A5* → *B5*, *A5R* → *B5R*, *B5* → *A4*
  141%: *B5* → *B4*, *A5* → *A4*
  172%: *A5* → *B4*

. . . or . . .

- Press **REDUCE** to select one of the following fixed *reduction* rates.

  ┌ → 100% → 86% → 81% → 70% → 50% ┐

  86%: *A3* → *B4*, *A4* → *B5*, *A4R* → *B5R*
  81%: *B4* → *A4*, *B5* → *A5*, *B5R* → *A5R*
  70%: *A3* → *A4*, *B4* → *B5*, *A4* → *A5*, *A4R* → *A5R*
  50%: *A3* → *A5*

Directly entering a rate

Using the numeric keypad, directly enter the reduction or enlargement rate by doing one of the following.

Either . . .

1. Press #.
2. Enter your desired rate using the numeric keypad. You can set any rate from 50% reduction through 200% enlargement.
3. Press # again.

. . . or . . .

Press ◄ or ► to adjust the rate, at 1% intervals, from/including 50% reduction through 200% enlargement.

Copy protection

With such a versatile copier built right into your fax machine, you might want to make sure it doesn't become *too* tempting to some people whose unauthorised copying could deplete your machine's supplies more rapidly. So, to limit the use of your fax machine to only sending and receiving faxes — in other words, to activate *copy protection*:

1. If the machine is in Fax mode, skip to step 2.
   Otherwise, press **COPY/FAX** to change to Fax mode.
2. Press **PROGRAM**, **J**, **0**, **3**, **ENTER**.

   ```
   Copy Protect:   Off
         Program/Enter
   ```
3. Press **PROGRAM** to turn on *copy protection.*

   ```
   Copy Protect:   On
         Program/Enter
   ```
4. Press ENTER.

   ```
   Copy Protect
      ** Complete **
   ```

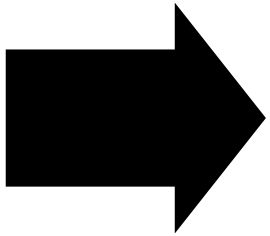
While this setting is active, whenever someone tries to change the machine to Copy mode, the machine will sound a brief alarm tone and display:

```
Fax Ready
Copy Off
```

Important: To turn *off* copy protection off so that you can again use the machine's copying function, repeat steps 2–4, above (step 1 is unnecessary since the machine will be in Fax mode) *except* that, in step 3, you press **PROGRAM** so that the display shows:

```
Copy Protect:   Off
      Program/Enter
```

Beyond the basics



We've covered the "musts." Now, let's explore the goodies.

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Getting everything just the way you want it

The EasyStart feature (see pages 1.19–1.20) guided you through the basic settings on your machine. In the next few pages, we'll cover other settings.

Setting up for scans

You can set three parameters regarding how your machine scans documents for faxing.

- **Primary transmission mode** — Gives you four ways to send faxes: either one of the three resolution modes — normal, fine or superfine ("S Fine" on the display) — or in greyscale mode ("Gray").
- **Primary contrast mode** — Sets how light or dark you want faxed documents to be when they arrive at their destinations.
- **Scanner width** — Sets how wide an area your fax machine scans per page.

Note: This setting doesn't effect *copies* you may make with your machine.

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J, 0, 1, ENTER**. The display asks which resolution you wish to select:

```
Primary:   Normal
      Program/Enter
```

If the setting you see is acceptable, skip to step 4.
Otherwise, proceed to step 3.

3. To change the setting, press **PROGRAM** repeatedly until your chosen mode appears. In this example, we've chosen fine resolution.

```
Primary:   Fine
      Program/Enter
```

4. Press **ENTER** to save the setting. The display asks which contrast setting you wish to select:

```
Contrast:   Normal
      Program/Enter
```

If the setting you see is acceptable, skip to step 6.
Otherwise, proceed to step 5.

5. To change the setting, press **PROGRAM** repeatedly until your chosen mode appears. In this example, we've chosen light contrast.

```
Contrast:   Light
      Program/Enter
```

6. Press **ENTER** to save the setting. The display asks which scanning width you wish to select:

```
Scan Width:      A4
      Program/Enter
```

For most uses, "A4" is the proper setting; it scans the central 208 mm of each page. However, you may wish to use the "B4" and "A3" settings, which scan the central 252 mm and 294 mm, respectively, of each page.
If the setting you see is acceptable, skip to step 8.
Otherwise, proceed to step 7.

7. To change the setting, press **PROGRAM** repeatedly until your chosen setting appears. In this example, we've chosen "B4."

```
Scan Width:      B4
      Program/Enter
```

8. Press **ENTER** to save the setting.

Of course, you *always* can change the resolution and contrast before sending (you can change the scanning width only through the previously described procedure):

- Press **RESOLUTION** to change the resolution.
- Press **CONTRAST**, then press ◄ or ► to change the contrast.

Using CODE to enter characters

Certain settings give you a chance to enter some kind of identifying name. You can do this with the one-touch keys, but you may also use the **CODE** key in combination with other keys to produce a wide variety of characters, as well as regular letters and numbers. Here's how to do it:

1. When the machine prompts you to enter a name, press **CODE**. The display will change to:

```
Your Name  :Code
_
```

2. Consult the chart below and find the character you wish to enter..

First keypress

Second keypress	2	3	4	5	6	7	A	B	C	D	E	F
0		0	@	P	`	p	Ç	É		↑	α	p
1	!	1	A	Q	a	q	ü	æ	o	↓	ä	q
2	”	2	B	R	b	r	é	Æ	r	á	ß	θ
3	#	3	C	S	c	s	â	ô	┘	í	ε	∞
4	$	4	D	T	d	t	ä	ö	`	ó	µ	Ω
5	%	5	E	U	e	u	à	ò	·	ú	σ	ü
6	&	6	F	V	f	v	å	û	╡	ñ	ρ	∑
7		7	G	W	g	w	ç	ù	╢	Ñ	g	π
8	(	8	H	X	h	x	ê	ÿ	\	a	√	x̄
9	)	9	I	Y	I	y	ë	Ö	”	o	⁻¹	⌐
A	*	:	J	Z	j	z	è	Ü	Φ	¿	j	¬
B	+	;	K	[	k	{	ï	¢	ø	┌	ˣ	⌙
C	,	<	L	¥	l	|	î	£	<	┐	¢	┘
D	-	=	M	]	m	}	ì	¥	>	¡	╧	÷
E	.	>	N	^	n	→	Ä	Pt	“	«	n̄	╪
F	/	?	O	_	o	←	Å	ƒ	°	»	⣿	■

The legends just outside the box indicate which key you press, and in which order, to get a given character. For example, to get a backslash (\) character, you'd press **C, 8**. (The blank areas for **2**, **0** and **C**, **0** indicate where spaces occur).

3. To enter each character, press the indicated keys.

Important: Remember that you also can enter numbers through the numeric keypad, letters and other non-numeric characters through the one-touch keys in combination with the **ALPHABET** key.

Note: If you make a mistake, press **CANCEL** to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the name is just as you want it.

4. Press **ENTER** to save the name.

Making settings for printing faxes

You can set three parameters for printing received fax messages:

- **Print reduction rate**
- **Reduction margin**
- **Half-page reception**

You set all three in the same operation (see next page), but each deserves its own brief explanation.

Print reduction rate

Print reduction lets you set the machine to reduce a large incoming document to a size which will fit on your paper. This setting doesn't effect *copies* you may make with your machine. Fortunately, however, it also has *copy reduction* (see "Setting of enlargement and reduction for copying" on page 1.37).

Here are the options for print reduction settings:

Setting	What it does
Auto	Automatically reduces printouts at variable rates down to a minimum of 50%. Tries to reduce printout to fit on one sheet of your selected paper size; if can't, prints the image at 100% size on two or more pages.
100%	Performs no reduction. (Due to the sender's TTI, this may print two pages when receiving a one-page fax document. See "97%" [*below*]).
97%	Reduces an original so that the final printout of a one-page document (if the original isn't larger than the paper in your machine) will be only one page long, despite the TTI.
91%	Provides slightly more reduction.
81%	Provides even greater reduction. Helpful for certain international stationery sizes, as well as special applications.
75%	Turns legal-sized originals into letter-sized printed copies.

But, of course, be sensible…

While handy, the reduction feature can't solve every situation. (Also, the printout may omit a small bit of the image at the page break if the machine tries to reduce a legal-sized page onto letter-sized paper at any setting other than 75%.) So, whenever possible, load the correct size of paper before receiving a fax (or making a copy) of that size.

Reduction margin

Your fax machine's *reduction margin* is measured in millimetres (*mm*). We'll define it by explaining how it's used:

When a fax message enters your machine, it measures the message's length and compares it to

(**a**) the length of your selected paper ***plus***

(**b**) the reduction margin you have set.

If the length of the incoming message is shorter than the sum of (**a**) and (**b**), your machine prints the message on just one sheet; otherwise, it prints the message on more than one sheet.

Note: An *Auto* reduction setting and a reduction margin setting of *24 mm* will print most incoming faxes as single pages. Try this combination first and then, only if you have problems with it, select different settings.

Half-page reception

Half-page reception is especially handy for saving paper if some of the faxes you receive are half-page, "memo-sized" messages. When activated, this feature tells the machine to combine two of these half-page receptions onto a single sheet. Half-page reception combines separate half-page messages sent back-to-back during the same transmission. If you have half-page reception turned on, your fax won't hold a standard one half-page reception in memory until a second half-page message follows.

Making the printing settings

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J**, **0**, **2**, **ENTER**. The display shows the currently set print reduction rate:

```
Prnt Reduc Rate:Auto
      Program/Enter
```

If the setting you see is acceptable, skip to step 4.
Otherwise, proceed to step 3.

3. To change the setting, press **PROGRAM** repeatedly until your chosen reduction setting appears. In this example, we've chosen *91%*.

```
Prnt Reduc Rate: 91%
      Program/Enter
```

4. Press **ENTER** to save the setting. The display shows the current settings for the reduction margin:

```
Prnt Reduc Rate: 91%
Margin(0-85mm):   24
```

If the setting you see is acceptable, skip to step 6.
Otherwise, proceed to step 5.

Note: This reduction margin setting will affect ADF (not FBS) copying.

5. To change setting, use the numeric keypad to enter the reduction margin you want. If necessary, press **PROGRAM** to move the cursor. In this example, we've chosen *35mm*.

```
Prnt Reduc Rate: 91%
Margin(0-85mm):   35
```

6. Press **ENTER** to save the setting. The display now shows the machine's current setting regarding half-page reception:

```
Half Page Recpt: Off
      Program/Enter
```

If the setting you see is acceptable, skip to step 8.
Otherwise, proceed to step 7.

7. To change the setting, press **PROGRAM** once or twice until your choice appears. In this example, we've chosen *On*.

```
Half Page Recpt: On
      Program/Enter
```

8. Press **ENTER** to save the setting.

Setting the number of rings

You can set how many times your fax machine will ring before answering a call. You may choose one to nine rings.

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J**, **0**, **5**, **ENTER**. The display will show:

```
Set # Of Rings
#      (1-9):      2
```

If the setting you see is acceptable, skip to step 4.
Otherwise, proceed to step 3.

3. To change the setting, use the numeric keypad to enter the desired number of rings, from one to nine. Here, we've chosen four rings.

```
Set # Of Rings
#      (1-9):      4
```

Note: If you enter *0* (zero), the machine will beep briefly to warn you that it can't accept that setting.

4. Press **ENTER** to save the setting.

Setting ECM

Do you ever hear static on the line during a phone call? It's a real nuisance — but, worse, it may ruin your attempts to communicate via fax. This is because *"line noise"* can easily disrupt the flow of data from one fax machine to another.
That's why your fax machine gives you the chance of operating in *Error Correction Mode (ECM).* When two fax machines communicate while running in ECM, the sending machine automatically *checks* the data, "block" by "block," as it sends. If the receiving machine can't verify the transmission, the first machine will re-send as necessary. (Essentially, the sending machine asks, "Did you 'hear' that segment?" and the other one answers either "Yes; go on" or "No; try it again.")

Note: While using ECM gives you a better chance of getting a fax document through a troublesome phone line, it also could slow down the transmission time — and increasingly so in proportion to how bad the phone line is. That's why we let you turn ECM on or off as you require.

Note: Not all fax machines have ECM. If you've activated ECM and then transmit to a fax machine not currently using ECM, there will be no change in the fax transmission from a usual, non-ECM transmission.

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J**, **0**, **7**, **ENTER**. The display shows the current ECM setting:

```
ECM Mode:       On
      Program/Enter
```

If the setting you see is acceptable, skip to step 4.
Otherwise, proceed to step 3.

3. To change the setting, press **PROGRAM** once or twice until your chosen setting appears. In this example, we've chosen *OFF*.

```
ECM Mode:       Off
      Program/Enter
```

4. Press **ENTER** to save the setting.

Setting silent mode

If you and your fax share a quiet place, you'll really appreciate being able to put the machine into silent mode. This mutes both the ringer and the "I'm done!" beep your machine makes after sending or receiving a fax or making a copy.

Note: Let's say it again — silent mode mutes *both* the ringer *and* the beep. So, if you're using your fax machine as both a fax and phone (with the optional handset), you may not wish to use this feature.

Note: Of course, turning on the silent mode on your fax machine won't turn off ringers on *other* telephones in your house or office. Similarly, other phones won't distinguish between fax and voice calls.

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J**, **1**, **4**, **ENTER**. The display shows your fax's current setting:

```
Silent Mode:    Off
      Program/Enter
```

If the setting you see is acceptable, skip to step 4.

Otherwise, proceed to step 3.

3. To change the setting, press **PROGRAM** once or twice until your chosen setting appears. In this example, we've chosen *On.*

```
Silent Mode:    On
      Program/Enter
```

Note: Don't be confused. If silent mode is On, the machine will be quiet. If silent mode is Off, the machine will ring and beep as usual. (In other words, the On/Off refers to the silent mode setting, *not* to the sound itself!)

4. Press **ENTER** to save the setting.

Setting the transmission confirmation stamp

You can set your fax machine so that it will automatically place a small *stamp* mark on the front of each *original* document that it successfully scans.

Note: This feature is available only for documents through the document feeder.

Important: Be sure that this feature is turned off if you are sending original documents you don't want the fax to stamp.

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J**, **1**, **5,** **ENTER**. The display shows your fax's current stamp setting:

```
Stamp:          Off
      Program/Enter
```

If the setting you see is acceptable, skip to step 4.
Otherwise, proceed to step 3.

3. To change the setting, press **PROGRAM** once or twice until your chosen setting appears. In this example, we've chosen *On*.

```
Stamp:          On
      Program/Enter
```

4. Press **ENTER** to save the setting.

Setting the language

While English is the language in which your machine initially is set to display messages and print reports, you can set it to "speak" French or Spanish, too! As you give the order for the machine to change languages, it "rolls" from English to French to Spanish and then back to English.
To make the change from one language to the next, change to the Fax mode then press **PROGRAM**, **#**.

What is it?

If, after making a language change, you're not sure which language is showing, press **PROGRAM** (do *not* press **ENTER**), and decide based on what results on the display:

```
A Num. Une-Touche
      Program./Val.
```

is French

```
A Zielwahl
     Programm/Eing.
```

is Germany.

If the language you see is the one you want, press **STOP** to return to standby mode.
If you want to change the language, press **STOP** to return to standby mode and then press **PROGRAM**, **#** again to go to the next language in the cycle.

Printing your settings

After you have your machine set as you want, have it print a *settings list*. We recommend this particularly if you'll be sharing the machine with other users, who might change the settings for one reason or another.
With this list, you can quickly confirm that all settings are as you want, without having to go back and check them on the machine. Or, if you *do* need to undo someone else's unauthorised (or even authorised) changes, this list guides you in returning the machine to your preferred settings.
Note: Some settings on the list effect only certain operations we'll explain later. Please refer to the index at the end of these instructions to locate any setting you don't recognise or understand.
To print the settings list:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J**, **2**, **1,** **ENTER**. The display will show the following as the list prints:

```
Print Settings
   ** Printing **
```

Printing a program list

You also can program your machine to print a *program list.* This list gives a brief summary of the various instructions available on your fax machine, organised in a "program tree" so you can see the key combinations related to each instruction.

Note: Some settings on the list effect only certain operations we'll explain later. Please refer to the index at the end of these instructions to locate any setting you don't recognise or understand.

To print a program list, press **PROGRAM**, *, **8**. Your machine will print the list.

Note: If you have certain options installed on your machine, the list will be two pages in length, due to the greater number of capabilities your machine therefore will have.

Autodialler

Your fax machine's *autodialler* is one of its most versatile features. It stores your most frequently called phone and fax numbers for instant recall — so you don't have to remember them. Now, it's easy to dial even the most complicated *international* calls!

Autodialler basics

How do you autodial?

There are two kinds of autodialler numbers. The difference between the two is how you "call them up," so to speak:

One-touch — Pressing one of the keys, marked **01–40** (fliptab **A**) and **41–72** (fliptab **B**) on the right side of the control panel.

Speed-dial — Pressing **SPEED DIAL/TEL INDEX** followed by a three-digit identifier, from *001* to *128*.

How big is the memory?

How many numbers can your fax store? A total of 200 — up to 72 one-touch numbers and up to 128 speed-dial numbers.

Which number is which?

Your fax machine's autodialler will hold more than just fax numbers: you can store Mum's phone number along with your warehouse's fax number.

How? Because, when you command the autodialler to dial a number, the fax checks to see whether there's a document in the feeder or the flatbed. If there is, the machine dials as a fax machine (*i.e.*, dials while sending fax tones). If there isn't, it dials as a phone.

EasyDial directory: A preview

Your machine also features a built-in *EasyDial directory* (see page 2.14). This lets you enter your fax/phone numbers along with descriptive names. (Your machine calls this name a *Location ID*.) The autodialler sorts these listings alphabetically so, with EasyDial, you can look them up *by name* as if you were using a phone book!

As you store the numbers — we'll get to that shortly — you'll see how to enter the names so you can use this extremely handy feature.

Special dialling characters

Which number do you find easier to read: *919725552009* or *9-1-972-555-2009*?

Obviously, it's the second one. The hyphen (or dash) character ("**-**") separates the number into its various parts — in this example, a *9* for outside-line access, a *1* for long-distance access, the area code and the phone number.

Imagine how much more important this can be if you also have to use special long-distance access codes, country codes for international calling, etc.

Also, certain calls require special symbols *besides* just numerals to get through. If you make calls to other countries — or just have your fax machine on an unusual phone system — you'll want to be able to put the appropriate characters in the numbers you store. Otherwise, your autodialler won't be so "auto" after all!

That's why your fax machine allows you to enter *special dialling characters*. Here's a brief description of these characters, as well as how you can put them in the numbers you store in the autodialler:

Char.	What it does	Keystroke(s)
-	Makes long numbers easier to read. Doesn't change dialling operation.	**DIALING OPTIONS** *(once)*
/	*(Has no effect in the Europe.)*	**DIALLING OPTIONS** *(twice)*
!	*(Has no effect in the Europe.)*	**DIALLING OPTIONS** *(3 times)*
-/	Enters a pause, during the dialling of long-distance numbers or when you're dialling through PBX. Each pause uses two of the characters you can store in one phone number.	**REDIAL/PAUSE** [*after* entry of at least one other character]
/	Press during a call to send a "Flash" signal.	**FLASH**
-!	If your fax machine is on a pulse (*not* tone-dialling) line, switches from pulse-dialling to tone ("DTMF")-dialling. Use after the actual phone number but before any characters (such as a long-distance carrier's access code) which must be in DTMF tone. Do *not* use on a tone line.	**DIALLING OPTIONS** (once)**,** *then* **PROGRAM** (once)**,** *then* **DIALLING OPTIONS** *(3 times)***,** *then* **PROGRAM**

Considering call groups

As we'll explain more fully later, your fax machine can *broadcast* — send the same fax to numerous remote machines (see "Broadcasting," pages 2.17–2.19). As you "train" your autodialler, you may wish to set up *call groups*. These are sets of phone numbers, arranged as you see fit, which make broadcasting simpler. For example, you may wish to have one call group consisting of all your clients in a particular city, another group with all of your field sales team members, another with all your vendors and still another with the various financial institutions with which you do business. Also, one number can belong to as many as 32 groups.
Your fax machine can store as many as 200 numbers in up to 32 different call groups. In the following explanations of how to store autodialler numbers, you'll see that it's easy to assign those number to call groups, for maximum convenience. Also, you can easily print a *directory* of your call groups (see page 2.14).

Using one-touch numbers

As indicated previously, your fax machine will store up to 72 one-touch numbers by using the keys marked **01**–**40** (fliptab **A**) and **41**–**72** (fliptab **B**).

Entering or changing a one-touch number

Important: To *erase* a number, see "Erasing a one-touch number" (pages 2.10–2.11).

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **A**, **1**, **ENTER**. Depending on whether you already have a number entered for one-touch number 01, the display shows either:

```
Select One-Touch
01:No Number Stored
```

or

```
Select One-Touch
01:9-1-555-345-6789
```

If 01 is the key you want to set, skip to step 5. (However, our sample displays from here on will say "02" rather than "01.")

3. Press the one-touch key in which you want to store a number or change a previously stored number. Here, we've selected **02** and the display shows either:

```
Select One-Touch
02:No Number Stored
```

or

```
Select One-Touch
02:9-1-555-987-6543
```

4. If you change your mind and wish to select a different one-touch key, just press that key before going on step 5.

5. Press **ENTER**. Depending on whether you already have a number entered for this one-touch number, the display now shows either:

```
02:Fax Number
_
```

or

```
02:Fax Number
9-1-555-987-6543_
```

6. Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever access codes your phone system may require. (You may want to review "Special dialling characters," page 2.7.) The number can be up to 40 characters in length:

```
02:Fax Number
9-1-555-929-2039_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◄ to scroll leftward or ► to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

7. When the number is as you want it, press **ENTER** to store it.

8. The display now shows:

```
02:Alt. No.
_
```

or

```
02:Alt. No.
9-1-555-987-6553_
```

You may now enter (or change) an alternate number, just as you entered the regular number. This number, too, can be up to 40 characters long. During a transmission or *polling* operation (see pages 2.30–2.32), your fax machine will try to reach this alternate number only after failing with all redials (see pages 1.27–1.28) to the regular number. If all tries to the alternate number also fail, the fax will sound a beeping alarm tone.

If you *do not* wish to enter or change an alternate number, skip to step 9.
If you *do* wish to enter or change an alternate number, do so by using the numeric keypad the same way you did in step 5.

9. Press **ENTER.**

10. The display now shows:

```
02:Name    :Upper
_
```

or

```
02:Name    :Upper
S. W. Region Office_
```

The machine now is prompting you for a name — a Location ID, remember? — so you'll be able to find it easily in the EasyDial directory (see page 2.14).
If you *do not* wish to enter or change this number's Location ID, skip to step 12.
If you *do* wish to enter or change this number's Location ID, proceed to step 11.

11. A number's Location ID may be up to 24 characters in length. You enter the Location ID the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered Location ID, see the note at the end of this step).

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

```
02:Name    :Upper
_
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R**, the machine will see it as an *R* (not an *r*).
To change the setting so that pressing a one-touch key will produce a lower-case, rather than upper-case, letter, press **ALPHABET**. The display will change to:

```
02:Name    :Lower
_
```

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.
To switch back for upper-case entries, press **ALPHABET** again.
To enter spaces, punctuation and symbols, enter the characters shown on the one-touch keypad you want.
To use **CODE** to enter a wide variety of characters, please review the explanation on page 2.3. The vast majority of the time, you will probably find the **ALPHABET** key to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the name is just as you want it.

12. Press **ENTER** to save the setting and continue.

13. The display now shows either:

```
02:Group No.
_
```

or

```
02:Group No.
2,6_
```

You may now designate up to 32 call groups to which this number will belong. (If necessary, review "Considering call groups," page 2.8.)

If you *do not* wish to change this number's call group status, skip to step 15.
If you *do* wish to change this number's call group status, proceed to step 14.

14. Use the numeric keypad to enter the call groups to which this number will belong. There are 32 possible call groups, numbered 1–32. (If you're changing a previous call group entry, see the note at the end of this step.

This shows the entry of **3** to assign this one-touch number to *Call Group 3*:

```
02:Group No.
3_
```

Note: As you can see, you don't have to insert a leading zero for a single-digit number.

Note: To assign this number to all 32 call groups, enter 0 (zero).

If you want to assign the number to more than one call group, insert a *comma* after each number (except the last one, of course) by pressing **GROUP DIAL**.
For example, if you enter **3, GROUP DIAL, 6, GROUP DIAL, 7** to assign this one-touch number to call Groups 3, 6 and 7, the display will show:

```
02:Group No.
3,6,7_
```

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, to change just one character in the setting, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter the setting.

15. Press **ENTER** to save the setting.
The display will show the next one-touch number.
If you *do not* wish to enter any more one-touch numbers, press **STOP** to finish.
If you *do not* wish to enter the *currently* displayed one-touch number but *do* want to enter *another* one-touch number, go back to step 3.
If you *do* wish to enter the currently displayed one-touch number, go back to step 4.

One-touch *fax* dialling

Now that you've stored a one-touch number or two, let's discuss the ease of using one-touch keys to make calls. You'll probably use one-touch numbers to dial fax, not voice, calls most of the time. We'll show you a bit later (*right column*) how to dial a one-touch *voice* call; but, first, here's how to dial a *fax* call using a one-touch number:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Insert the document.
3. Adjust resolution and contrast if necessary.
4. Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT**.

   Note: This toggle affects only a transmission from the ADF. Transmission from the FBS is *always* memory transmission.
5. Press the one-touch key in which you've stored the number.

The machine will handle the call from here, although the exact sequence of events will vary depending upon whether you specified transmission from memory or transmission from the feeder.

If you specified memory transmission (ADF or FBS):

- Your fax machine scans your document into memory first, then dial the other fax machine.
- The display shows the Location ID and the document's width and resolution settings:

  ```
  Katz's Cat Care
  A4            Normal
  ```

  Note: If the number doesn't have a Location ID, the number appears.
- When the other machine answers, your fax will transmit the document directly from memory. (To review memory transmission, see page 1.23.)

If you specified non-memory transmission (ADF only):

- Your fax machine dials the other fax machine.
- When the other machine answers, your fax feeds the document through its scanner, transmitting as it goes.
- The display shows the Location ID and the document's width and resolution settings:

  ```
  Katz's Cat Care
  A4            Normal
  ```

  Note: If the number doesn't have a Location ID, the number appears.

One-touch *phone* dialling

To dial a *phone* call using a one-touch number, you *must* have an optional handset attached to your machine. (Contact your authorised Muratec dealer for more information on this optional item.)
Here's how to make the call:

1. Obtain a dial tone by doing one of the following:
   - Lifting the handset
   - Press **MONITOR/CALL** to use the monitor speaker.
2. Press the one-touch key in which you've stored the number. As the machine dials, it will show the number on the display:

   ```
     **  Tel Mode  **
   9-555-2842_
   ```

Note: Remember that your fax machine's monitor speaker is not a speakerphone; so, if you dialled by using the monitor speaker, be sure to pick up the handset and speak to the other person when he/she answers!

Note: You also can use this method to dial a fax call when, for some reason, you want to hear the other fax's answering fax tones. (Make sure there's a document in the feeder). When you do hear those tones, press **START** to send the document in the feeder; if you'd lifted the handset, hang it up at this point.

Erasing a one-touch number

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Press **PROGRAM**, **A**, **2**, **ENTER**. The display shows:

   ```
   Select One-Touch
   01:No Number Stored
   ```
   or
   ```
   Select One-Touch
   01:9-1-555-345-6789
   ```

   If **01** is the key you want to erase, skip to step 4.
3. Press the key for the one-touch number you want to erase. Here, we've selected **02**:

   ```
   Select One-Touch
   02:9-1-555-987-6543
   ```

   If you change your mind and wish to erase the number stored in a different one-touch key, just press that key before going on step 4.

4. Press **ENTER**. The display shows:

```
Erase One-Touch
Check Program/Enter
```

Important: If you want to quit without erasing the one-touch number you've selected, press **PROGRAM**. The fax will return to step 3.

5. Press **ENTER** to erase the number.

```
Erase One-Touch
 **   Complete   **
```

To erase another one-touch number, repeat steps 3–5. Or press **STOP** to return to standby mode.

Printing a list of your one-touch numbers

Whoops! Forgot which number is "in" which one-touch key? Don't worry: just print a list of your one-touch numbers. The list includes each key's identifier, the Location ID (if any), number and group number(s) (if any) you've stored in the key:
To print the list, press **PROGRAM**, **A**. **3**, **ENTER**.

Using speed-dial numbers

As we mentioned before, your fax machine will store up to 128 speed-dial numbers, designated by three-digit identifier codes from *001* (the first number) through *128*.

Important: When entering the identifier code for a speed-dial number, you must enter leading zeroes, if necessary, to make three digits (e.g., *001* or *027*). Of course, speed-dial numbers *100–128* don't require leading zeroes.

Entering or changing a speed-dial number

Important: To erase a number, see "Erasing a speed-dial number" (page 2.14).

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **B**, **1**, **ENTER**. Depending on whether you already have a number entered for speed-dial number *001*, the display shows:

```
Enter Speed-Dial No.
001:No Number Stored
```

or

```
Enetr Speed-Dial No.
001:9-555-584-6950
```

If *001* is the speed-dial number you want to set, skip to step 4. (However, our examples from here will say *"005"* rather than *"001."*)

3. Use the numeric keypad to enter the desired speed-dial number's three-digit identifier code. Here, we've entered *005* and the display shows either:

```
Enter Speed-Dial No.
005:No Number Stored
```

or

```
Enter Speed-Dial No.
005:9-555-397-0123
```

4. If you change your mind and wish to select a different speed-dial number, just repeat step 2 until the desired number appears, then go on to step 5.

5. Press **ENTER**. Depending on whether you already have a number entered for this speed-dial number, the display now shows either:

```
005:Fax Number
_
```

or

```
005:Fax Number
9-555-397-0123_
```

6. Use the numeric keypad to enter the speed-dial number *exactly* as your machine should dial it, including whatever access codes your phone system may require. (You may want to review "Special dialling characters," page 2.7.) The number can be up to 40 characters in length:

```
005:Fax Number
9-1-555-567-1234_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◄ to scroll leftward or ► to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

7. When the number is as you want it, press **ENTER** to store it.

8. The display now shows either:

```
005:Alt. No.
_
```

or

```
005:Alt. No.
9-1-555-789-3556_
```

You may now enter (or change) an alternate number, just as you entered the regular number. This number, too, can be up to 40 characters long. During a transmission or *polling* operation (see pages 2.30–2.32), your fax machine will try to reach this alternate number only after failing with all redials (see pages 1.27–1.28) to the regular number. If all tries to the alternate number also fail, the fax will sound a beeping alarm tone.
If you *do not* wish to enter or change an alternate number, skip to step 9.

If you *do* wish to enter or change an alternate number, do so by using the numeric keypad the same way you did in step 6.

9. Press ENTER.

10. The display now shows:

```
005:Name   :Upper
_
```

or

```
005:Name   :Upper
West Coast Sales_
```

The machine now is prompting you for a name — a Location ID, remember? — so you'll be able to find it easily in the EasyDial directory (see page 2.14).
If you *do not* wish to enter or change this number's Location ID, skip to step 12.
If you *do* wish to enter or change this number's Location ID, proceed to step 11.

11. A number's Location ID may be up to 24 characters in length. You enter the Location ID the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered Location ID, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

```
005:Name   :Upper
_
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R**, the machine will see set it as an *R* (not an *r*).
To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **ALPHABET**. The display will change to:

```
005:Name   :Lower
_
```

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.
To switch back for upper-case entries, press **ALPHABET** again.
To enter spaces, punctuation and symbols, enter the characters shown on the one-touch keypad you want.
To use **CODE** to enter a wide variety of characters, please review the explanation on page 2.3. The vast majority of the time, you will probably find the **ALPHABET** key to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the name is just as you want it.

12. Press **ENTER** to save the setting and continue.

13. The display now shows:

```
005:Group No.
_
```

or

```
005:Group No.
1,4,12_
```

You may now designate up to 32 call groups to which this number will belong. (If necessary, review "Considering call groups," page 2.8.)

If you *do not* wish to change this number's call group status, skip to step 15.
If you *do* wish to change this number's call group status, proceed to step 14.

14. Use the numeric keypad to enter the call groups to which this number will belong. There are 32 possible call groups, numbered *1–32*. (If you're changing a previous call group entry, see the note at the end of this step.)
This shows the entry of **6** to assign this speed-dial number to *Call Group 6*:

```
005:Group No.
6_
```

Note: You **do not** have to insert a leading zero for the call group number.

Note: To assign this number to all 32 call groups, enter *0* (zero).

If you want to assign the number to more than one call group, insert a *comma* after each number (except the last one, of course) by pressing **GROUP DIAL**.
This shows the entry of **6**, **GROUP DIAL**, **7**, **GROUP DIAL**, **1**, **0** to assign this speed-dial number to *Call Group 6, 7* and *10*:

```
005:Group No.
6,7,10_
```

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, to change just one character in the setting, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter the setting.

15. Press **ENTER** to save the setting. The display will show the next speed-dial number.
If you *do not* wish to enter any more speed-dial numbers, press **STOP** to finish.
If you *do not* wish to enter the *currently displayed* speed-dial number but *do* want to enter *another* speed-dial number, go back to step 3.
To enter *this* speed-dial number, go back to step 5.

Fax dialling via speed-dial

To dial a *fax* call using a speed-dial number:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Insert the document.
3. Adjust resolution and contrast if necessary.
4. Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT**.

   Note: This toggle affects only a transmission from the ADF. Transmission from the FBS is *always* memory transmission.
5. Press **SPEED DIAL/TEL INDEX**. The display will show:

   ```
   Enter Speed-Dial No.
   S_
   ```
6. Use the numeric keypad to enter the three-digit identifier (such as *018*, in this example) for the speed-dial number you want to dial. The display will show:

   ```
   Press Start
   S018_
   ```
7. Press **START**.

The machine will handle the call from here. The sequence will vary depending upon whether you specified transmission from memory or transmission from the feeder.

If you specified memory transmission (ADF or FBS):

- Your fax scans your document into memory first, then dials the other fax.
- The display shows the Location ID and the document's width and resolution settings:

  ```
  Shipping & Receiving
  A4              Normal
  ```

  Note: If the speed-dial number doesn't have a Location ID, the number appears.
- When the other machine answers, your fax will transmit the document directory from memory. (To review memory transmission, see page 1.23.)

If you specified non-memory transmission (ADF only):

- Your fax machine dials the other fax machine.
- When the other machine answers, your fax feeds the document through its scanner, transmitting as it goes.
- The display shows the Location ID and the document width and resolution settings:

  ```
  Shipping & Receiving
  A4              Normal
  ```

  Note: If the speed-dial number doesn't have a Location ID, the number appears.

Phoning via speed-dial

To dial a *phone* call using a speed-dial number, you *must* have an optional handset attached to your machine.
Here's how to make the call:

1. Obtain a dial tone by doing one of the following:
   - Lifting the handset
   - Press **MONITOR/CALL** to use the monitor speaker.
2. Press **SPEED DIAL/TEL INDEX**. The display will show:

   ```
     **  Tel Mode  **
   S_
   ```
3. Use the numeric keypad to enter the three-digit identifier (such as *018*, in this example) for the speed-dial number you want to dial. The display will show:

   ```
   Press Start
   9-555-5783_
   ```

Note: Remember that your fax machine's monitor speaker is not a speakerphone; so, if you dialed by using the monitor speaker, be sure to pick up the handset and speak to the other person when he/she answers!

Note: You also can use this method to dial a fax call when, for some reason, you want to hear the other fax's answering fax tones. (Make sure there's a document in the feeder.) When you do hear those tones over either your handset or the monitor speaker, press **START** to send the document in the feeder; if you're using your handset, hang it up at this point.

Erasing a speed-dial number

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **B**, **2**, **ENTER**. The display shows:

```
Enter Speed-Dial No.
001:No Number Stored
```

or

```
Enter Speed-Dial No.
001:9-555-584-6950_
```

If *001* is the speed-dial number you want to erase, skip to step 5.

3. Use the numeric keypad to enter the three-digit identifier for the speed-dial number you want to erase. Here, we've selected *005*:

```
Enter Speed-Dial No.
005:9-1-555-987-6543
```

4. If you change your mind and wish to erase a different speed-dial number, just go back to step 3 and perform it before going on step 5.

5. Press **ENTER**. The display shows.

```
Erase Speed-Dial
Check Program/Enter
```

Important: To quit without erasing the speed-dial number you've selected, press **PROGRAM**. The fax will return to step 3.

6. Press **ENTER** to erase the number.

```
Erase Speed-Dial
 **   Complete   **
```

To erase another speed-dial number, repeat steps 3–6. Or press **STOP** to return to standby mode.

Printing a list of your speed-dial numbers

You can easily print a list of your speed-dial numbers. The list includes each number's three-digit identifier, the Location ID (if any), number and any group number(s) you've stored in the number.
To print the list, press **PROGRAM**, **B**, **3**, **ENTER**.

Printing a call group directory

Another convenient feature your fax machine offers is the ability to print a *call group directory*. (If necessary, review "Considering call groups," page 2.8.) This lists all your stored autodialler numbers by Location ID and indicates to which of the 32 possible call groups each belongs. The directory divides the call groups into four banks, *00-09*, *10-19*, *20-29* and *30-32*. (*00* means a number is in *all* call groups).
For example, the directory might show:

No.	Location	00	10	20	30
S001	And Sew It G	2 4			
S002	QP Enterpris	7	0	1	
S003	Katz Cat Car			0	2
[01]	Carson-List	4	0 4		
[02]	London Office	1			
[03]	e.e.gummings	2			

In this list, speed-dial number *S001* is in call groups 2 and 4; speed dial number *S002* is in groups 7,10 and 21; speed dial number *S003* is in groups 20 and 32; one-touch number *[01]* is in groups 4, 10 and 14; one-touch number *[02]* is in group 1; and one-touch number *[03]* is in group 2.
To print a call group directory, press **PROGRAM**, **H**, **ENTER**.

EasyDial directory dialling

The *EasyDial directory dialling* feature makes your machine's autodialler even more like an electronic phone book. EasyDial sorts and displays numbers alphabetically according to their Location IDs, so you can easily find them and dial them. When the name you want appears, you just press **START** to begin a call (either phone or fax). Your machine's EasyDial directory alphabetises in the following order: upper-case letters; lower-case letters; and, finally, symbols and numbers.

1. To use EasyDial to send a fax, insert the document.
To use EasyDial to make a regular (voice) phone call, *make sure there's no document in the feeder or the flatbed* and obtain a dial tone by doing one of the following:

- Lifting the handset and then skip to step 3.
- Press **MONITOR/CALL** to use the monitor speaker and then skip to step 3.

2. Adjust resolution and contrast if necessary.

3. If you want to toggle between transmission from memory and transmission from the feeder (i.e., non-memory transmission), press **MEMORY TRANSMIT**.

Note: This toggle affects only a transmission from the ADF. Transmission from the FBS is *always* memory transmission.

4. Press **SPEED DIAL/TEL INDEX** *twice*. The display shows the *alphabetically first* listing in your fax machine's EasyDial directory:

```
Telephone Index  [A]
ABC Company    :[01]
```

Note: Here, the **[A]** indicates this listing begins with a character in the upper-case letters set. If it began with a lower-case letter, this would instead be an **[a]**; if it began with a symbol, this would instead be a **[!]**; or, if it began with a number, this would instead be a **[0]**.

(If this listing is the one you want to dial, skip to step 6).

5. Scroll through the listings to find the one you want. You do this by pressing certain keys on the numeric keypad:

- **2** or **8** to select the character set — upper-case, lower-case, symbol or number — for the first character of the Location ID.
- **4** or **6** to check different listings within that character set.

Note: The scrolling is "open-ended." For example, when you run out of listings beginning with upper-case letters, pressing **4** or **6** automatically moves you into listings beginning with other characters.

6. When the display is showing the name you want to dial, press **START**.

- If there *is* a document in the feeder, your machine will dial a *fax call* to the selected autodialler number.
- If there *isn't* a document in the feeder, your machine will activate the monitor speaker and dial a regular phone call. (Remember that, to make a regular phone call from your machine, you must have attached an optional handset). At this point, you may either:

  — Lift the handset now

… or …

  — Listen to the monitor speaker until you hear the other person answer, and then lift the handset.

What if an EasyDial call doesn't go through?

If an EasyDial call fails (for example, because of a busy signal), what happens next depends upon the kind of call it was.

If it was a fax call . . .

. . . Your fax machine automatically redials the number after the redial interval (see pages 1.27-1.28). It keeps trying until either of the following occurs first:
It successfully reaches the other number (and, if it's a fax call, makes contact with the machine on the other end).
It has automatically redialled the number the last try (see pages 1.27–1.28).

If it was a regular phone call . .

. . . You'll have to redial manually:

1. Obtain a dial tone by **either** lifting the handset or pressing **MONITOR/CALL**.

2. Press redial/pause.

It’s a great phone, too

As you’ve probably guessed by now, your fax machine is a dandy phone, too! Let’s see just *how* dandy by looking briefly at the machine’s telephone features.

Important: All of the instructions on this page assume you have attached an optional handset to your fax machine.

Redial

Press **REDIAL/PAUSE** to — you guessed it! — redial the last number you dialled. (Be sure *that* attempt, too, was also a regular phone call. In a multi-user setting, someone else may have quickly sent a fax without your knowing it).

On-hook dialling

Because your machine has a monitor speaker, you can dial without picking up the handset. For hands-free dialling:

1. Press **MONITOR/CALL**. You’ll hear a dial tone (unless you have set your speaker volume to *off*; see page 1.18), and the display will show:

   ```
   **  Tel Mode  **
   _
   ```

2. Dial the number you want. You may use either the numeric keypad, a one-touch key or a speed-dial number.

Note: Remember, your fax machine’s monitor speaker is not a speakerphone; so, be sure to pick up the handset if the other person answers!

Note: You also can dial a fax call this way if, for some reason, you want to hear the other machine’s answering fax tones. (Make sure there’s a document in the feeder). When you do hear those tones, press **START** to send the document.

You can EasyDial regular phone calls, too

Just in case you didn’t notice, the EasyDial directory dialling feature is available for regular phone calls as well as fax calls. Review the EasyDial instructions on page 2.14 for more information.

Broadcasting

The basics of broadcasting

The fastest way to fax *one* document to *multiple* recipients is *broadcasting* — and your fax machine has very powerful broadcasting capabilities. **You can use broadcasting from *any* function requiring the entry of a fax number!** That means you can perform *delayed* broadcasting (see right column), *SecureMail* broadcasting (see pages 2.39–2.42) and even broadcasting to "hub" units for *relay broadcast initiation* (see pages 2.18–2.19).

In an ordinary broadcast, you send as you normally would, except for one simple change: you just add more fax numbers! You can enter up to 220 numbers (20 normally dialled numbers plus *either* 200 autodialler numbers or one call group with all 200 autodialler numbers).

We'll assume you've become familiar with regular fax transmission, and shorten the instructions a bit so you can more readily see the differences.

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Insert the document and make any necessary adjustments as usual.

3. Press **BROADCAST**.

4. Enter the *first* fax number — a one-touch number, a speed-dial number, a call group or just a regular number dialled from the numeric keypad as usual.

5. To add each *successive* fax number, press **BROADCAST** between each one to insert a *comma* (**GROUP DIAL** inserts its own comma), then enter the number as in step 4. You can specify up to 220 numbers (see first paragraph, above) for a broadcast.

   ```
   Press Start
   [01],9-5551204,S118
   ```

   Important: Do not insert a comma after the last fax number.

   Note: If you enter characters by mistake, just press **CANCEL** to clear them before proceeding.

6. Press **START**. Your fax machine will scan the document into memory and then send it to each number or call group you've entered.

The main idea is: when it's time within an operation for entering the fax number to which you're to send your document, you enter multiple numbers until you've either reached 220 numbers or finished dialling all you want to dial for this document.

Delayed broadcasting

What if you want the broadcast to happen later? That's the purpose of setting up a *delayed broadcast*.

Note: Actually, we're jumping the gun a bit here; the main discussion of delayed commands comes up in "Delayed transmission" (pages 2.20–2.22). You may wish to read that material before proceeding.

1. [Same as steps 1–5 of "The basics of broadcasting," (left column).]

2. Press **COMMUNICATION OPTIONS**, **ENTER**.

3. Use the numeric keypad to enter the day of the month and time when you want the fax to perform the broadcast. Here, we've set it to occur at 10:15 PM on the 17th.

   ```
   Delayed
   Enter Time: 17/22:15
   ```

   When the entry is complete, press **ENTER**.

4. Press **START**. Your machine will return to its normal standby mode, while showing this on the display:

   ```
     ** Reserved **
   Sep 27 1998  17:17
   ```

   This means your fax machine is "reserved" for the delayed broadcast you just programmed.

   If you have set the machine for memory transmission (see page 1.23) from the ADF, it will scan the document into memory, after which you can use the machine normally.

   If you have set the machine for non-memory transmission from the ADF, the machine can *receive* faxes but can't *transmit* until after the delayed broadcast occurs.

   Note: Transmission from the FBS is *always* memory transmission.

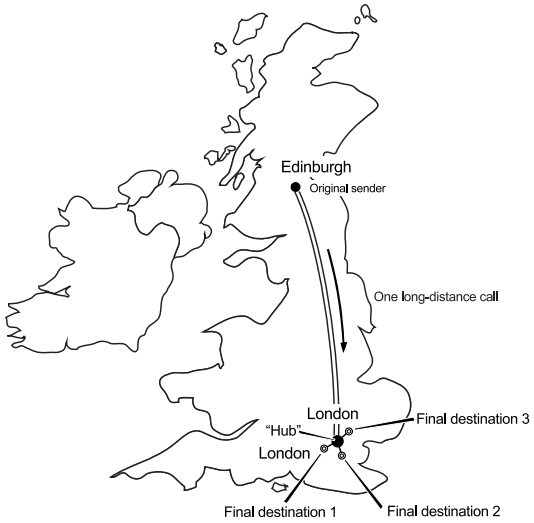
Relay broadcasting and relay broadcast initiation

Relay broadcasting is a powerful function that takes advantage of a remote Muratec *"hub" fax machine's* memory to reduce your total communication costs.
A "hub" fax machine is one to which you send a document, so the "hub" can *relay* it to other machines which you don't actually call. The "hub" performs a *relay broadcast*, and the machine which sends the original document to the "hub" has performed a *relay broadcast initiation*. Your fax machine can perform either operation; in other words, your machine can either *send to* a "hub" unit or *be* a "hub" unit.

How it works

Let's use this example: when you mail invitations to a party, you're taking part in a relay operation. After all, you're not personally delivering each invitation to its destination; rather, you're sending all of the invitations to one central point (the post office) which then actually does "broadcast" the invitations.

Relay transmission from "Hub" to destinations at lower rates



Now, let's be a little more specific about what happens when you perform relay broadcast initiation:

- You use your fax machine to send a document to at least one call group in a remote "hub" machine's autodialler. This can occur either immediately or as a delayed command (see pages 2.20–2.22).
- The remote "hub" unit receives your document and stores it in memory.
- The remote machine retransmits — relays — the document to each fax number in each call group you specified. This is the *relay broadcast* you *initiated*.

Setting it up, *or* initiating the initiation

For you to perform relay broadcast initiation, three things must be true:

- The remote fax machine must be a Muratec fax machine with "hub" capability.
  Note: If you're not sure whether the unit to which you want to transmit is a true "hub" unit, please consult your authorised Muratec dealer.
- The call group(s) must exit on the remote fax machine.
- You must know each call group's identifier number.

To set up a relay broadcast initiation:

1. Press **COPY/FAX** to change to the Fax mode, if necessary.

2. Insert the document and make any necessary adjustments as usual.

3. Press **COMMUNICATION OPTIONS** three times and then press **ENTER**.
The display will show:

```
Relay Tx
Group No.       _
```

4. Use the numeric keypad to enter the two-digit of each applicable call group in the remote "hub" fax machine you'll be calling. You may specify up to 10 groups for each relay broadcast initiation. ***Do not press*** **START**.
To add each group after the first one, press **GROUP DIAL** to add a comma. Below, we've entered **2**, **GROUP DIAL**, 4.

```
Relay Tx
Group No.       2,4_
```

Important: Do **not** insert a comma after the *last* group number.

Note: If you enter characters by mistake, just press **CANCEL** to clear them before proceeding.

5. Press **ENTER**. The display will show:

```
Enter Fax Number
_
```

6. Enter the fax number for the remote "hub" unit. You may either press a one-touch key, enter a speed-dial number or just use the numeric keypad as usual. ***Do not press*** **START**.

7. What you do now depends upon when you wish to begin initiating the relay broadcast.

If you want it to begin *now*, skip to step 9.

If you want to *delay* it, press **COMMUNICATION OPTIONS**, **ENTER**.

Note: For more information on delayed transmission, see pages 2.20–2.22.

8. Use the numeric keypad to enter the day of the month and the time when you want to begin initiating the relay broadcast. Then press **ENTER**.

9. Press **START.**

If, in step 7, you chose an immediate relay broadcast initiation, your fax machine will begin dialling the remote "hub" machine. However, if you requested a delayed command, the machine will display "Reserved" on the display's top line; this means the command is in memory.

Broadcast news; or, making changes

If you need to make changes in a broadcast after setting it to proceed, you'll need to make use of the *reviewing* function which involves the **REVIEW COMMANDS** key. See "Reviewing or cancelling parts of a broadcast," page 2.22.

Delayed transmission

Take advantage of lower evening and weekend long-distance rates with *delayed transmission*. Your fax machine can store up to 99 delayed transmission commands, each of which you can program up to 31 days in advance.

Important: If you program a full 99 delayed transmission commands, no further memory transmission is possible until the machine performs at least one of the delayed commands. (To review memory transmission, see page 1.23.) however, you always can transmit from the feeder by using on-hook dialling or an optional handset.

Setting up a delayed transmission

Important: Your machine remembers only the day of the month, not the month itself, when it's supposed to perform a delayed transmission. So, if, say, you want your fax to do something at 5:05 PM on *June* 26, don't make that setting sooner than 5:0*6* PM on *May* 26.

To set up a delayed transmission:

1. Press **COPY/FAX** to change to Fax mode, if necessary.
2. Insert the document and make any necessary adjustment as usual.
3. Press **COMMUNICATION OPTIONS**. The display will show:

   ```
   1.Delayed
     Comm.Option/Enter
   ```

4. Press **ENTER**. The display shows the current day of the month, followed by the current time (in 24-hour format, as you'll recall):

   ```
   Delayed
   Enter Time: 06/17:16
   ```

5. Use the numeric keypad to enter the day of the month and the time when you want the fax to perform the delayed transmission.

   Note: To move the cursor to a specific digit, press ◄ to move the cursor leftward, or ► to move it rightward, to that digit.

   Here, we've set the transmission to occur on the 11th at 11:05 PM:

   ```
   Delayed
   Enter Time: 11/23:05
   ```

6. When the date and time entry is as you wish, press **ENTER** to save the delayed transmission. The display shows:

   ```
   Enter Fax Number
   _
   ```

7. Enter the fax number to which the delayed transmission should go. You may either press a one-touch key, enter a speed-dial number or just use the numeric keypad normally.

   Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

8. Press **START**. Your machine will return to its normal standby mode, while showing this on the display:

   ```
     ** Reserved **
   Sep  6 1998  17:17
   ```

   This means your fax machine is "reserved" for the delayed transmission command you just programmed.

   If you had set the machine for transmission from memory, it will scan the document into memory, after which you can use the machine normally.

   If you had set the machine for transmission from the ADF, the machine can *receive* faxes but can't *transmit*.

Reviewing or cancelling delayed commands

If you've stored a delayed command in your fax machine, it will hold it in memory until it either completes the command successfully or reaches its maximum number of redial attempts (see pages 1.27–1.28).
Your machine can store up to 99 delayed commands. It identifies each by a two-digit *command number* ranging from *00* to *98*.
The same procedure lets you both display your machine's stored commands and have a chance to cancel them, if necessary:

1. Press **REVIEW COMMANDS** once.

- If your machine is currently holding *no* delayed commands, it will beep briefly and then display "No Command" on the display. To return to standby mode, press **STOP**. To toggle the confirmation report feature for only the next fax transmission, press **REVIEW COMMANDS**.

```
No Command
      Review/Stop
```

- If there *are* commands in your machine's memory, the display will show in order of time for performing the stored command:

```
C00:9-5552311
      Program/Cancel
```

Here, you see *command 00,* followed by the phone number it's to dial.

- If the command is to perform a *one-touch dial*, *one-touch number* (such as "[01]") will appear instead of the phone number. (See "Using one-touch numbers," pages 2.8–2.11.)

```
C00:[01]
      Program/Cancel
```

- If the command is to perform a *speed dial*, *speed dial number* (such as "S001") will appear instead of the phone number. (See "Using speed-dial numbers," pages 2.11–2.14.)

```
C00:S001
      Program/Cancel
```

- If the command is to perform a *group dial*, *group number* (such as "G03") will appear instead of the phone number. (See "Considering call groups" pages 2.8.)

```
C00:G03
      Program/Cancel
```

- If the command is to perform a *broadcast*, "Broadcast" will appear instead of the phone number. (See "Broadcasting," pages 2.17–2.19.)

```
C00:Broadcast
      Program/Cancel
```

- If the command is to perform a *batch transmission*, the display will show its *batch box number* (such as "B01") rather than the command number. (See "Batch transmission," pages 2.23–2.26.)

```
B01:9-5552311
      Program/Cancel
```

- If the command is to perform a *continuous polling operation*, the display will show its *continuous polling transmission number* (such as "P00") rather than the command number. (See "Continuous polling," pages 2.31.)

```
P00:9-5552311
      Program/Cancel
```

Note: If your machine is attempting to perform a command now, it will appear on the display.

To cancel this command, skip to step 3.
To review a different command, proceed to step 2.

2. If necessary, press **PROGRAM** repeatedly to scroll through currently stored commands.

Note: You may stop this operation any time you wish; just press **STOP**.

3. If you want to cancel the currently shown command, press **CANCEL**.
The display will show:

```
C00:9-5552311
Check Program/Cancel
```

4. To *keep* this command (*i.e.*, to abort cancellation) but continue reviewing stored commands, press **PROGRAM.**

To keep this command *and* stop reviewing commands, press **STOP** to return your machine to standby mode.

To go ahead with cancelling the command, press **CANCEL** again and return to step 2 to view other commands.

Note: See also "Reviewing or cancelling parts of a broadcast," next page.

You can toggle between cancelling the command and turning off/on the confirmation report feature by pressing **REVIEW COMMANDS**.

Reviewing or cancelling parts of a broadcast

You also can review or cancel certain numbers within a broadcast:

1. Press **REVIEW COMMANDS**.

   Note: If your machine is attempting to perform a command *now*, it will appear on the display.

   To cancel this command, **CANCEL**, **CANCEL**

   To review a different command, proceed to step 2.

2. If necessary, press **PROGRAM** repeatedly to scroll through currently stored commands.

   Note: You may stop this operation any time you wish; just press **STOP**.

3. To review *individual* numbers within this broadcast, press **BROADCAST** to see the first number. The display will show:

   ```
   9-5550388
         Program/Cancel
   ```

   If this is the number you want to cancel, skip to step 5.

   If it is not, proceed to step 4.

4. Press **PROGRAM** to move on to the next number, and keep doing so until you find a number you *do* wish to cancel; then proceed to step 5.

5. Press **CANCEL**, **CANCEL**. The next number will appear.

   If you wish to cancel this number, as well, repeat this step.

   If you wish to cancel a different number, go back to step 4.

Printing a delayed command list

Can't remember some details about a delayed transmission command you set up? Or, let's say, someone else set it up but now he or she has left for the night, and you have no idea why the machine is "reserved" — and how long it'll stay that way! Fortunately, your machine can print a *command list* which tells you:

- The command's identification number
- The phone number, or "remote location"
- The start time (which appears in the same *DD, HH:MM* format you saw in the previous instructions for actually setting up a delayed transmission command)
- A "note" telling if the command is a *polling* or *relay broadcast initiation* operation (see pages 2.30-2.32 for more on the latter and 2.18-2.19 for more on the former)
- Any selected call groups, SecureMail boxes or database files

To print a delayed command list, press **PROGRAM**, **F**, **1**, **ENTER**.

Printing a stored document

Your fax machine can produce a printout of each document stored for delayed transmission. You'll need to know the document's command number, which you can confirm by either reviewing the commands (see previous page) or printing a delayed command list (see above).

1. Press **PROGRAM**, **F**, **2**, **ENTER**. The display shows:

   ```
   Print Stored Doc.
   Command No.:   _
   ```

2. Use the numeric keypad to enter the two-digit command's identification number, 00-98. You do have to enter a leading zero if the command number is *00-09*. So, for example, we could enter the following for the very first command, *00:*

   ```
   Print Stored Doc.
   Command No.:   00_
   ```

3. Press **ENTER**. Your fax machine will print a copy of the stored document.

Batch transmission

Broadcasting (see pages 2.17–2.19) gets the same document to multiple locations, but what about the reverse? Wouldn't it be nice if you could just stack *several* documents into an electronic "file" and then send the *entire* contents of that file via fax to *one* location? Well, you can: it's called *batch transmission*.

If there are several documents you want to transmit to the same location, you can store up to 40 documents (*not* pages) into your machine's electronic *batch boxes*. The machine can use up to five of these batch boxes, in which you designate in advance when the transmission is to occur and to what remote number it should go. When that date and time arrives, your machine will transmit each document in the batch box to the remote fax machine.

Creating or modifying a batch box

The first step to using the batch transmission feature is to create batch boxes in your fax machine. This procedure also lets you modify existing batch boxes.

Important: To *erase* a batch box, see "Erasing an empty batch box" (page 2.24).

To create or modify a batch box:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **N**, **1**, **ENTER**. Depending on whether you already have a number entered for batch box *1*, the display shows either:

```
Select Batch Box
1:No Number Stored
```

or

```
Select Batch Box
1:9-1-555-345-6789
```

If this is the batch box you want to set, skip to step 5. (However, our sample displays from here on will refer to batch box *3* rather than batch box 1.)

3. Use the numeric keypad to enter the number (*1-5*) of the batch box you wish to create or modify. Here, we've pressed **3** and see either:

```
Select Batch Box
3:No Number Stored
```

or

```
Select Batch Box
3:9-555-2110
```

4. If you change your mind and wish to select a different batch box, just use the numeric keypad to enter the correct batch box number before going on step 5.

5. Press **ENTER**. The display now shows either:

```
3:Fax Number
_
```

or

```
3:Fax Number
9-555-2110_
```

6. Use the numeric keypad to enter the fax number *exactly* as your machine should dial it, including whatever access codes your phone system may require. (You may want to review "Special dialling characters," page 2.7.) The number can be up to 40 characters in length:

```
3:Fax Number
9-1-555-871-9052_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◄ to scroll leftward or ► to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

7. When the fax number is as you want it, press **ENTER**. The display shows:

```
3:Transmit Time
Enter Time: 26/14:00
```

8. Instruct your fax to send from this batch box in *one* of the following ways:

Option 1: *Once* at a certain time on a certain day of the month (*e.g.*, "Do this at 5:05 PM on the 30th.") — Use the numeric keypad to enter the date and time when the fax should perform the command:

```
3:Transmit Time
Enter Time: 30/17:05
```

Option 2: At a certain time *each day you press the key* (*e.g.*, "Do this at 5:05 PM today.") — Use the numeric keypad to enter **0**, **0** (*i.e., 00*), and then the time when the fax should perform the command:

```
3:Transmit Time
Enter Time: 00/17:05
```

Note: To change a digit in the date or the time, press ◄ to move the cursor leftward, or ► to move it rightward, to that character. Then re-enter until the number is just as you want it.

9. When the date and time are as you wish, press **ENTER**.

10. The display now shows:

```
3:Name      :Upper
_
```

or

```
3:Name      :Upper
Bookkeeping_
```

The machine now is prompting you for a name for this batch box.

If you *do not* wish to enter or change this batch box's name, skip to step 12.

If you *do* wish to enter or change this batch box's name, proceed to step 11.

11. A batch box's name may be up to 24 characters in length. You enter the name the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered name, see the note at the end of this step).

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

```
3:Name      :Upper
_
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R**, the machine will see it as an *R* (not an *r*).
To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **ALPHABET**. The display will change to:

```
3:Name      :Lower
_
```

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.
To switch back for upper-case entries, press **ALPHABET**.
To enter spaces, punctuation and symbols, enter the characters shown on the one-touch keypad you want.
To use **CODE** to enter a wide variety of characters, please review the explanation on page 2.3. The vast majority of the time, you will probably find the **ALPHABET** keys to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the name is just as you want it.

12. Press **ENTER** to save the batch box information.

To create or modify another batch box, repeat steps 3–12. To finish, press **STOP**.

Erasing an empty batch box

You can erase an empty batch box (if a box has documents stored in it, you cannot erase it; see the first "Important" note after step 5 below).
To erase an empty batch box:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **N**, **5**, **ENTER**. The display shows:

```
Select Batch Box
1:No Number Stored
```

or

```
Select Batch Box
1:9-5551023
```

If this is the batch box you want to erase, skip to step 5. (However, our examples from here will refer to batch box *2* rather than batch box *1*.)

3. Use the numeric keypad to enter the number (*1*-*5*) of the batch box you wish to erase. Here, we've pressed **2** and see:

```
Select Batch Box
2:9-1-972-5559900
```

4. If you change your mind and wish to erase a different batch box, just go back to step 3 and perform it before going on to step 5.

5. Press **ENTER**. If the batch box is empty, the display shows:

```
Erase Batch Box
Check Program/Enter
```

Important: If you select a batch box which is *not* empty, the machine beeps and briefly displays:

```
Select Batch Box
Document Stored
```

Erase any documents stored in the batch box (see page 2.26), then repeat *this* procedure from the beginning to erase the box.

Important: If you want to quit without erasing the batch box you've selected, press **PROGRAM**. The fax will return to step 3.

Important: If you want to quit without erasing *any* batch box, press **STOP**. The machine will return to standby mode.

6. Press **ENTER** to erase the batch box.

```
Erase Batch Box
 **   Complete   **
```

To erase another batch box, repeat steps 3–6.

To finish, press **STOP**.

Printing a list of your batch boxes

You can easily print a list of your batch boxes. The list includes each box's identifier number, the Location ID (if any), fax number and date/time of start.
To print the list, press **PROGRAM**, **N**, **2**, **ENTER**.

Storing a document for batch transmission

Your fax machine can store up to 40 *documents* (as opposed to *pages*) in each batch box until the date and time you designate for a batch transmission.

Note: For this operation to work, two things must be true:

- The batch box must exist on your fax machine.
- You must know the batch box's one-digit number (*1–5*).

To store a document in a batch box for batch transmission:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Insert the document and make any necessary adjustments as usual.
3. Press **COMMUNICATION OPTIONS** five times and then press **ENTER**. The display will show:

   ```
   Batch Tx
   Enter Box No.     _
   ```

4. Use the numeric keypad to enter the one-digit number for the batch box you wish to use. Here, we've entered **5** to indicate batch box *5*.

   ```
   Batch Tx
   Enter Box No.     5_
   ```

   Note: *Tx* is a common abbreviation for transmission.

5. Press **ENTER**. The display will show:

   ```
   Press Start
   Box:   5  File:  00
   ```

   Important: The file numbers (shown above as *00*) tells you how many documents are in this batch box. Your machine numbers files *00–39*. You need to know a file's number to erase or print it on your fax. See also "Printing a list of stored batch documents," next column.

6. Press **START**. If it wasn't already doing so due to a previous command, the machine will display "Reserved" on the top line of the display. This means the document is stored in memory.

Printing a list of stored batch documents

You can print a list of all the documents stored in your machine's batch boxes. This will provide you with the documents' file numbers so you can erase or print them if necessary. You need to know a file's number to erase or print it on your machine.
To print the list, press **PROGRAM**, **N**, **3**, **ENTER**.

Printing a document stored in a batch box

You can print — *without* erasing from memory — a document stored in a batch box set up on your fax machine. Here's how:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Press **PROGRAM**, **N**, **4**, **ENTER**. The display will show:

   ```
   Print Batch Doc.
   Enter Box No.     _
   ```

3. Use the numeric keypad to enter the number (*1–5*) of the batch box currently "holding" the document you wish to print.
4. Press **ENTER**. The display will show:

   ```
   Print Batch Doc.
   Enter File No.    _
   ```

5. Use the numeric keypad to enter the document's two-digit file number (*00-39*). If the file number is 00-09, be sure to enter the leading zero.
6. Press **ENTER**.

Your fax machine will print the desired document, then return to standby mode.

Erasing a document stored in a batch box

It's easy to erase a document stored in a batch box set up on your fax machine:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **N**, **6**, **ENTER**. The display will show:

```
Erase Batch Doc.
Enter Box No.     _
```

3. Use the numeric keypad to enter the number (*1-5*) of the batch box currently "holding" the document you wish to erase.

4. Press **ENTER**. The display will show:

```
Erase Batch Doc.
Enter File No.   _
```

5. Use the numeric keypad to enter the document's two-digit file number (*00–39*). If the file number is *00–09*, be sure to enter the leading zero.

6. Press **ENTER**. The fax machine now gives you one last chance to change your mind about the erasure.

```
Erase Batch Doc.
Check Program/Enter
```

Important: To quit the operation without erasing this particular document, press **PROGRAM** and go back to step 5.

Important: To quit the operation without erasing this or any other document, press **STOP**. The machine will return to standby mode.

7. Press **ENTER**. The fax machine will erase the desired document, then return to standby mode.

Special features

Your fax machine has numerous special features to make your communications easier. We'll cover them here.

Cover page

For your greater convenience, your fax machine can store a *cover page* to send at the beginning of each outgoing fax. This page includes the current date and time, your Location ID and your fax number (as stored in the TTI) and a message of up to 40 characters in length. The information appears in a box similar to this:

```
Fax Message From:
     26 May 1998  14:00

Name:       And Sew It Goes Co.
Fax Number: 972-555-2009

We appreciate your business. Thank you!
```

Note: If you send to another plain-paper fax machine, that machine will print this cover page as a full-sized page with the information box at the top, followed by the actual document you're faxing.
How large a bottom margin will result when a thermal-paper fax machine prints the cover page varies from one model to the next. The only way to tell for sure is to send a transmission — with, obviously, the cover page feature activated (see right column) — to the specific thermal-paper machine in question and see what happens.

Toggling the cover page

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **K**, **1**, **ENTER**. The display shows:

   ```
   Cover Page:     Off
         Program/Enter
   ```

3. To tell the fax machine it *should* send a cover page before each document you transmit, press **PROGRAM**.

   ```
   Cover Page:     On
         Program/Enter
   ```

   Note: If you want to abort the operation so the cover page feature *won't* work, press **PROGRAM** again (so that "Off" appears) and press **STOP**.

4. Press **ENTER** to save the setting.

Now, the cover page feature is working but your message line (shown in the example, *left*, as "We appreciate your business. Thank you!) is blank. To enter that message, see "Entering the cover page message" (*next page*).

Entering the cover page message

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM, K, 2, ENTER.**

3. Now, use the one-touch keypad to enter a message for the cover page. The message can be up to 40 characters in length. You enter the message the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered message, see the note at the end of this step).

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

```
Cover Page :Upper
_
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R**, the machine will see it as an *R* (not an *r*).
To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **ALPHABET**. The display will change to:

```
Cover Page :Lower
_
```

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.
To switch back for upper-case entries, press **ALPHABET** again.
To enter spaces, punctuation and symbols, press **CODE** then enter the characters shown on the one-touch keypad you want.
To use **CODE** to enter a wide variety of characters, please review the explanation on page 2.3. The vast majority of the time, you will probably find the **ALPHABET** key to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the message, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the message is just as you want it.

4. When the message is as you want it, press **ENTER** to save it.

Printing the cover page

To confirm that the cover page is as you wish, it's easy to print a sample cover page from your fax machine. Just press **PROGRAM**, **K**, **3**, **ENTER**.

Managing your fax with its journal and reports

Setting the activity journal

Just as check book records your daily financial transactions, your fax machine keeps an *activity journal* which records the machine's 125 most recent fax transactions. For each, the activity journal lists the following information:

- *Assigned number*, starting a new each day at *001*
- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Department code* (see pages 2.48 – 2.49)
- *Result* of the call — If preceded by an asterisk (*), this signifies an ECM communication (see page 2.5).
- *Any special operations* — For example, a fax call made using an optional handset will appear as "Manual"

If you wish, your fax machine will print the activity journal automatically after 125 transactions. To toggle this automatic printing on or off:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **G**, **1**, **ENTER**. The display will show:

```
Auto Print:     Off
      Program/Enter
```

If this setting you see is acceptable, skip to step 3.
Otherwise, proceed to step 2.

3. To change the setting, press **PROGRAM** once or twice until your desired choice appears. Here, we've chosen *On*.

```
Auto Print:     On
      Program/Enter
```

4. Press **ENTER** to save the setting.

Printing an activity journal manually

If you need to see an activity journal but can't wait until your fax has finished the 125 fax transactions and prints the journal automatically, just print the journal manually at any time by pressing **PROGRAM**, **G**, **2**, **ENTER**.

Setting the reports: TCRs and RCRs

You can set your fax machine to print *reports*.
There are two different reports: a *transmit confirmation report (TCR)* and a *receive confirmation report (RCR)*. You can receive a TCR after sending a fax to *any* group 3 fax machine, but the RCR function works only when you send a fax to a compatible Muratec machine. (Consult your authorised Muratec dealer, with any questions about such compatibility). Choose the type of report you want, based on the fax machines to which you'll be transmitting.

Note: If receiving a fax from another Muratec machine (even the same model as yours), your fax machine cannot cause a sending Muratec fax machine to generate an RCR. Instead, the sending machine will print a TCR.

Information, please: what the reports tell you

TCR
The TCR gives you the following information for each communication:

- *Remote location* called
- *Resolution mode*
- *Starting date and time*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Result* of the call
- *Any special operations* — For example, a fax call made using an optional handset will appear as "Manual"
- *Sample of the document* — An image of the first page of the document

If an error occurs, the TCR tells you the remote location called and the *error code* and *error message* (see pages 3.10 – 3.12).

RCR
The RCR gives you the following information for each communication:

- *Date and time*
- *Remote location* called
- *Assigned number*, starting a new each day at *001*
- *Resolution mode*
- *Duration*, in minutes and seconds
- *Length*, in number of pages
- *Result* of the call — Either "OK" or an *error code* (see pages 3.10 – 3.12).

To set the printing of either, or both, of these reports:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **6**, **3**, **ENTER**. The display will show:

```
TCR Selected
      Program/Enter
```

If you see the report you wish to set, skip to step 4.
Otherwise, proceed to step 3.

3. To change the setting, press **PROGRAM** once or twice until your desired choice appear. Here, we've chosen *RCR*.

```
RCR Selected
      Program/Enter
```

4. Press **ENTER** to save the setting. The display will show:

```
Auto Print:     Off
      Program/Enter
```

Now your machine is asking whether it should print the selected report automatically after every fax you send.
If you see the printing setting you want, skip to step 6.
Otherwise, proceed to step 5.

5. To toggle the printing setting, press **PROGRAM** once or twice until your desired choice appears. Here, we've chosen On.

```
Auto Print:     On
      Program/Enter
```

6. Press **ENTER** to save the setting.

Your fax machine also lets you override this setting for just the next fax transmission. This means you can choose not to print the report even if you've specified "Auto Print: On" — which might make sense if you were low on paper and didn't really need a report on this particular transmission, on the other hand, it also means you can choose to go ahead and print the report although you've specified "Auto Print: Off" — which could let you get peace-of-mind on a really important transmission without forcing you to print a report after all the *other* transmissions!
So, to turn on or turn off the confirmation report feature for *only* the next fax transmission:

1. Press **REVIEW COMMANDS** twice. The LCD will show:

```
Conf.Report    :Off
      Program/Enter
```

2. To change the setting, press **PROGRAM**.
   The "On" setting activates automatic printing of a confirmation report, and the "Off" setting disable this printing, for only the next transmission.

3. When the setting is as you want it, press **ENTER**.

Following the next transmission, your fax machine will return to the setting you specified previously (in step 5 on previous page).

Polling

Polling allows someone to fax a document to you *without* the other person having to make (and pay for) the call. Your machine can perform:

- *Regular polling* — Retrieves a document from the remote fax machine.
- *Database polling, Muratec-proprietary*— (Possible only in communication with certain memory-equipped Muratec or Murata fax machines). Retrieves a document stored as a file in the remote fax machine's memory. Great for getting work assignments, updated price lists, contest standings and other frequently updated documents.
- *Continuous polling* — Retrieves continuously a document from any remote fax machine for the designated time. For example, a hospital pharmacy can use this to check on orders waiting in other faxes in the hospital.
- *Database polling using ITU-T-standard sub-addressing* — This allows you to perform database polling in communication with not only other Muratec (or compatible) fax machines, but also other makers' machines.
  How to use the *ITU-T* sub-address, see "F-Code communication" (pages 2.50–2.60).

Regular polling

To perform regular polling of a document from any remote fax machine:

1. Make sure that the polling document is actually set in the remote machine.
2. Press **COMMUNICATION OPTIONS** *four* times and then press **ENTER** *twice*. The display will show:

   ```
   Enter Fax Number
   _
   ```

3. Enter the remote machine's number by either pressing a one-touch key, entering a speed-dial number or just dialling the number normally through the numeric keypad.
   To perform regular polling *now*, skip to step 7.
   To perform *delayed* regular polling, proceed to step 4.

4. Press **COMMUNICATION OPTIONS**, **ENTER**. The display will show:

   ```
   Delayed
   Enter Time: 15/17:05
   ```

5. Use the numeric keypad to enter the date and time when your machine should perform the delayed regular polling.

6. Press **ENTER.**

7. Press **START.**

When it performs the polling command, your machine will dial the number and, upon making contact with the other machine, begin receiving the document as if the other machine had placed the call.

Database polling

To poll a document from a remote fax machine's memory:

1. Make sure that:
   - The remote fax machine is a memory-equipped Muratec or Murata fax machine which has a file stored in its memory, ready for polling.
   - You know the one- or two-digit *database file number* of each file you wish to poll from the remote machine.

2. Press **COMMUNICATION OPTIONS** *four* times and **ENTER** *once*. The display will show:

   ```
   Polling
   File No.    _
   ```

3. Enter the *database file number* for the document you wish to poll. You can enter as many as 10 file numbers in one operation. To enter more than one (as in this example), press **COMMUNICATION OPTIONS** between each to insert a comma — but ***do not*** insert a comma after the *last* file number.

   ```
   Polling
   File No.    5,26,84
   ```

4. Press **ENTER**. The display will show:

   ```
   Enter Fax Number
   _
   ```

5. Enter the remote fax machine's number by either pressing a one-touch key, entering a speed-dial number or just dialling the number normally through the numeric keypad.
To perform the database polling *now*, skip to step 9.
To perform *delayed* database polling, proceed to step 6.

6. Press **COMMUNICATION OPTIONS**, **ENTER**. The display will show:

```
Delayed
Enter Time: 15/17:05
```

7. Use the numeric keypad to enter the date and time when your machine should perform the delayed database polling.

8. Press **ENTER.**

9. Press **START.**

Your machine will dial the number and, upon making contact with the other machine, begin receiving the file(s) as if the other machine had placed the call.

Continuous polling

To perform continuous polling from one or more remote fax machines:

1. Make sure that the polling document is actually set in the remote machine.

2. Press communication options *six* times and then press enter.
The display will show the current time:

```
Cont Polling
Start Time:    18:30
```

3. Use the numeric keypad to enter the time when your machine should *begin* the continuous polling. Here, we've set it for 7:00 AM.

```
Cont Polling
Start Time:    07:00
```

Note: To move the cursor to a specific digit, press ◄ to move the cursor leftward, or ► to move it rightward, to that digit.

4. When the start time is as you wish, press **ENTER** to save it. The display will show:

```
Cont Polling
End Time:      07:00
```

5. Use the numeric keypad to enter the time when your machine should *finish* the continuous polling. Here, we've set it for 3:00 PM.

```
Cont Polling
End Time:      15:00
```

Note: If you set an end time *earlier* than the start time you entered in step 3, the continuous polling will end at the selected end time *tomorrow*.

Note: To move the cursor to a specific digit, press ◄ to move the cursor leftward, or ► to move it rightward, to that digit.

6. When the end time is as you want, press **ENTER** to save it. The display will show:

```
Enter Fax Number
_
```

7. Enter the remote fax machine's number by either pressing one-touch key, entering a speed-dial number or just dialling the number normally through the numeric keypad.
If you are entering only one number for continuous polling, skip to step 9.
To add any additional fax number(s) for this operation, proceed to step 8.

8. To add each *successive* fax number, press **BROADCAST** between each one to insert a *comma*, then enter the number as in step 7. You can specify up to 10 numbers (and/or call groups) for continuous polling.

```
Press Start
[01],9-5551204,S118
```

Important: Do **not** insert a comma after the *last* fax number.

Note: If you enter characters by mistake, just press **CANCEL** to clear them before proceeding.

9. Press **START**.

When it performs the polling command, your machine will dial each number and, upon making contact with the other machine, begin receiving the document as if the other machine had placed the call. Every day, it will continue the process throughout the time period you have selected in steps 3–5.

Note: When you wish to end this operation, use **REVIEW COMMANDS** to delete this command (see pages 2.21–2.22).

The other side of the coin: being polled

Not only can you poll, you also can *be* polled. To set up a document for regular or database polling by another Muratec or Murata machine:

1. If your fax machine is set for Tel Ready reception, change it to Auto Answer mode, causing the Auto Answer light to glow (see page 1.29).

   Important: Your machine **can't** be polled if it's in Tel Ready mode.

2. Insert the document.

3. Adjust resolution and contrast, if necessary. (This is because your fax machine will be transmitting to the machine doing the polling.)

4. Change to the Fax mode, then press **PROGRAM**, **D**, **1**, **ENTER**. The display will show:

   ```
   Store Polling Doc
   File No.       _
   ```

   If you are storing this document for *regular* polling, skip to step 6.

   If you are storing this document for database polling, proceed to step 5.

5. Use the numeric keypad to enter a one-or two-digit database file number to identify the stored document.

6. Press **ENTER**. Your fax will scan the document into memory and return to standby mode.

Erasing a stored polling document

To erase from your machine's memory a document you've stored for regular or database polling by another machine:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **D**, **2**, **ENTER**. The display will show:

   ```
   Erase Polling Doc
   File No.       _
   ```

   If erasing a document set up for *regular* polling, skip to step 4.

   If erasing a document set up for database polling, proceed to step 3.

3. Use the numeric keypad to enter a one- or two-digit database file number to identify the stored document.

4. Press **ENTER**. Your fax machine will erase the document from memory.

Printing a stored polling document

To print, *without erasing it*, a document you've stored for either regular or database polling:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **D**, **3**, **ENTER**. The display will show:

   ```
   Print Polling Doc.
   File No.       _
   ```

   If printing a document set up for *regular* polling, skip to step 4.

   If printing a document set up for database polling, proceed to step 3.

3. Use the numeric keypad to enter a one- or two-digit database file number to identify the stored document.

4. Press **ENTER**. Your fax machine will print the document.

Limiting polling access to your fax machine

Your fax machine's *closed network* setting (see page 2.45) works for polling, as well. If a calling fax doesn't "present" the proper passcode, it cannot poll from your fax.

Note: However, if you're using the Block Junk Fax feature (see pages 2.46–2.47), even incoming calls that meet the passcode test must come from appropriate phone numbers.

Call request

Wondering why your monitor speaker's activation key is called **MONITOR/CALL**? Now, we'll explain the *CALL* part of the name. It may be hard to believe, but you actually can send or receive a fax message *and* have a regular phone conversation *on the same call* (although, obviously, not at the same time). This is called a *call request*. It doesn't matter whether you're sending the fax or receiving it. You may fax first and then talk, or talk first and then fax.

Important: For this feature to work, the remote fax machine must have a similar call-request capability. Also, of course, your machine must have an optional handset attached.

Faxing/receiving first, then talking

1. While your fax machine is sending or receiving the fax, press **MONITOR/CALL**.
2. At the remote fax machine, the ringer will ring after that machine receives each page.
3. If someone answers at the remote fax machine, your fax machine will ring several times. If so, pick up the optional handset. In a few seconds, the line will open and you can begin your conversation.

Talking first, then sending a fax

1. When your phone conversation is through, *don't hang up*.
2. Insert the document you wish to fax.
3. Adjust resolution and contrast if necessary.
4. Tell the person at the other fax machine to press **START** and to hang up his/her handset. ***Don't*** *hang up* ***your*** *handset yet!*
5. When you hear fax tones, press **START** and — *now!* — hang up your fax machine's optional handset. Your fax machine will send the document.

Talking first, then receiving a fax

1. When your phone conversation is through, *don't hang up*.
2. Tell the person at the other fax machine to press Start and to hang up his/her handset. *Don't hang up yours yet!*
3. When you hear fax tones, press **START** and — *now!* — hang up your fax's optional handset. Your machine will receive and print out the document.

Responding to a call request

If someone requests a call *from* you during a fax communication, you'll hear a long ring after the receiving machine has received each page. To answer the call request:

1. Lift your machine's optional handset, and listen for a few seconds. You may hear a brief series of fax tones.
2. Shortly, the line will open and the person at the other end of the line will answer. You and that person now can have a normal phone conversation.

Numbering pages

Just before sending a fax, you can set your fax machine to number each page in order. This will help the recipient (or recipients) keep track of all pages.
To set up page numbering:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Count the number of pages in your document.
3. Insert the document. Adjust resolution and contrast, if necessary.
4. If you want to toggle between transmission from the feeder or transmission from memory, press **MEMORY TRANSMIT**.
   Note: This toggle affects only a transmission from the ADF. Transmission from the FBS is always memory transmission.
5. Press **PROGRAM**, **L**, **ENTER**. The display will show:

   ```
   Enter # Of Pages
            (1-50):01
   ```

6. Use the numeric keypad to enter a two-digit count of the number of pages in your document, based on what you counted in step 2.
   If there are fewer than 10 pages, enter a leading zero and then the number (*e.g.*, *04* for four pages).
7. Press **ENTER**.

   ```
   Enter Fax Number
   _
   ```

From here, proceed normally with the desired type of transmission. When the remote fax machine prints your document, a note on the right side of your TTI will indicate the number of the page — such as "P.02" for page two.

Audible alarm

Whenever your fax machine receives a document from another fax machine, your machine will sound the alarm tone alerting the person for whom the document is intended.

Important: The alarm tone is sounding until either the person presses **STOP** or another document is received.

Note: Your machine **does not** sound the alarm during.

- Polling
- Call request
- Security reception
- Turing off this feature

To toggle this audible alarm feature on or off:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Press **PROGRAM, J, 1, 9, ENTER**.

   ```
   Audible Alarm:  Off
   Program/Enter
   ```

   If you see the setting you wish, skip to step 4.
   Otherwise, proceed to step 3.
3. To change the setting, press **PROGRAM** once or twice until your desired choice appears. Here, we've chosen "On".

   ```
   Audible Alarm:  On
   Program/Enter
   ```

4. Press **ENTER** to save the setting.

Using alternative telephone network service providers

Your fax machine is fitted with a Blue key on the control panel to allow easy access to other telephone networks such as Cable & Wireless (Mercury).

The following information describes how to program the ***Blue*** key for the Cable & Wireless telephone network (Mercury). For other networks you will have to program the appropriate access number in place of the 132 (Mercury residential service).

For Cable & Wireless (Mercury) proceed as follows:

Mercury access via 131 PIN code (Mercury PIN code service)

For PIN code Mercury access, please program your fax as follows:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Press **PROGRAM, J, 2, 0, ENTER**.

   ```
   Dial Prefix No    03
   _
   ```

   The number you see in the right of the display tells you how many characters you have entered into the Mercury number before.
3. Enter the Mercury access number **1, 3, 1** on the numeric keypad.

   ```
   Dial Prefix No    03
   131_
   ```

4. Press ***Blue*** key on the control panel to enter a "**M**" in the display. This instructs your fax machine to wait for a Mercury dial tone before dialling the PIN number.

   ```
   Dial Prefix No    03
   131M_
   ```

5. Now enter both parts of your PIN number (10 digits).

   ```
   Dial Prefix No    03
   131M1234567890_
   ```

   Note: If you wish to erase your PIN number, press **CANCEL** to delete all programmed numbers before proceeding to step 6.
6. Press **ENTER** to save the number and continue.

7. The LCD now indicates the Mercury pause time, for which your fax is set:

```
Set Prefix Pause
Time (00-11):   05
```

This is used to enter the Mercury pause time in the event of the Mercury dial tone not being recognised.

If the setting you see is acceptable, skip to step 9.

Otherwise, proceed to step 8.

8. Use the numeric keypad to enter the delay that you require. If the delay is 00-09, be sure to enter the leading zero. We suggest a setting of 5 seconds (05):

```
Set Prefix Pause
Time (00-11):   05
```

9. Press **ENTER** to save the setting.

Note: You can adjust your fax for a delay of 1 to 11 seconds depending upon your local telephone conditions. To test your exchange for the delay required dial 131 from a telephone and time the delay between dialling and hearing the Mercury tone in your handset.

To check that you have programmed the ***Blue*** key correctly, press ***Blue*** key, dial your chosen cost centre code digits (if applicable) and dial 1500 on the keypad. You should be connected to a recorded message. If not repeat the above programming procedure, increasing the length of the pause.
If you still have problems, please call the Cable & Wireless customer services free of charge on 0500-500-193 (Technical Services Number).

Mercury access via 132 code (Residential 132 service)

In some areas of the country you can access the Mercury network by simply dialling 132 and dialling the full national number. It is not necessary to enter your PIN number because the telephone exchange can transfer your telephone number electronically to Mercury for billing.

For 132 Mercury access and to avoid the need to dial 132 before each and every call. Please program your fax as follows:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM, J, 2, 0, ENTER**.

```
Dial Prefix No    03
_
```

The number you see in the right of the display tells you how many characters you have entered into the Mercury number before.

3. Enter the Mercury access number **1, 3, 2** on the numeric keypad.

```
Dial Prefix No    03
132_
```

4. Press **ENTER** to save the number and continue.

5. The LCD now indicates the Mercury pause time, for which your fax is set:

```
Set Prefix Pause
Time (00-11):   05
```

Note: A delay is not required between dialling the 132 Mercury access code and the national telephone number when using 132 access to Mercury.

If the setting you see is acceptable, skip to step 7.

Otherwise, proceed to step 6.

6. Use the numeric keypad to enter the delay that you require. If the delay is 00-09, be sure to enter the leading zero. We suggest a setting of 0 seconds (00):

```
Set Prefix Pause
Time (00-11):   00
```

7. Press **ENTER** to save the setting.

To ensure that you have successfully accessed the Mercury network, press ***Blue*** key and dial 132. You should be connected to a recorded message welcoming you to Mercury. If you require any assistance please call Cable & Wireless customer services on 0500-500-193 free of charge.

Dialling from a PABX

If you wish to access the Mercury network from a PABX with your fax machine please note: The PSTN access code followed by a dialling pause (The pause is only necessary on pulse dial PABX's) must be entered into your Mercury button the Mercury access number. i.e. 9-/131MPIN, or 9-/132 if a pause is required.

To program

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Press **PROGRAM, J, 2, 0, ENTER**.

   ```
   Prefix No    03
   _
   ```

   The number you see in the right of the display tells you how many characters you have entered into the Mercury number before.
3. Enter your PSTN access digit "9". A dialling pause can be entered if necessary by pressing **REDIAL/PAUSE**. The LCD display will show "-/" to indicate a dialling pause. You can then enter the Mercury access code 131 or 132 as described in section 1 or 2 on the previous pages.
4. Press **ENTER** to save the number.

To dial a number via Mercury

Pick up the telephone handset or press **MONITOR/CALL** to hear the dial tone.
Press ***Blue*** key on the control panel, the display will show a "!" symbol to indicate Mercury access.

```
** Tel Mode **
!_
```

Dial a cost centre code (2 or 3 digits) if you selected this option when ordering Mercury service.
Enter the telephone number on the numeric keypad.

Notes:

- You must enter the full National Code telephone number when dialling telephone numbers via the Mercury network.
- Your fax machine will not display your Mercury PIN number when dialling, or sound it through the monitor speaker, this a Mercury requirement.
- You can **not** enter the ***Blue*** key followed by the one-touch or speed dial button (see below for more information).

To dial using the one-touch or speed dial buttons:

You must instruct your fax machine to access the Mercury network when you store the telephone number into your autodialler. At first, press ***Blue*** key to access the Mercury network and then enter the telephone number.

The power of Triple Access

Your fax's *Triple Access* feature sharply reduces the time you might otherwise spend waiting for the machine to finish *its* work and let you get back to *your* own work. Triple Access is a more powerful version of what already is a pretty powerful feature, called *dual access*. While a fax with normal dual access performs one memory operation, you can do a second operation: set up a memory or delayed transmission, print a report, make settings (including on the autodialler) or even make copies. But your fax's Triple Access allows a minimum of *three* operations at once. For *example*, even if the machine is (1) printing a copy and (2) receiving into memory, it is (3) still available for you to scan in documents for memory transmission.

Keeping things secure

Your machine has a number of features to enhance the security of your fax communications. These security features can help you let your private fax documents *stay* private, avoid unwanted outside communication and even protect against unauthorised use of your machine — as well as *control* its *authorised* use.

Note: The features mentioned in "Keeping things secure" work only between Muratec machines. For secure communications that are possible between your machine and other makers' machines, see "F-Code communications," pages 2.50–2.60.

The key to it all: the passcode

Your machine has a *protection passcode* system which, as you'll see, is central to the machine's security capabilities. Normally, this four-digit passcode is set to *0000* (four zeroes). This turns off passcode operation. But, if you set the passcode to anything besides *0000*, this passcode provides access to numerous other security capabilities we'll describe in succeeding pages.
To set your machine's passcode:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Decide upon, and then *write down* the four-digit passcode (*0001*-*9999*) you want to use and *put it in a safe place*.
   Important: Do *not* use *0000*. This turns off passcode protection.
3. Press **PROGRAM**, **J**, **1**, **7**, **ENTER**. The display will show:

   ```
   Protect Passcode
   Old Passcode:   ****
   ```

4. If you are *creating* the passcode, use the numeric keypad to enter *0000*.
   If you are *modifying* an *existing* passcode, enter the existing passcode.
5. Press **ENTER**.
6. Enter the desired four-digit passcode. Here, we've entered *6296*:

   ```
   Protect Passcode
   New Passcode:   6296
   ```

7. Press **ENTER** to save the passcode.

Note: Anytime you want to turn off the passcode, change the passcode back to *0000* by repeating steps 1–7 and entering *0000* in step 6.

Locking up tight: operation protection

Important: For this feature to work, you must have set the passcode, as described in the left column.

Because this is a powerful machine you have here — and, besides, you're paying for its phone calls — you may not want just anybody to use it. That's why we've provided *operation protection*. When this feature is activated, only those who enter the proper passcode (see "The key to it all: the passcode," *left column*) can send faxes from — or even make settings on — the machine.

Activating operation protection

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Press **PROGRAM**, **J**, **1**, **8**, **ENTER**. The display shows:

   ```
   Set Opr. Protect
   Enter Passcode :****
   ```

3. Use the numeric keypad to enter the passcode. Here, we've entered *6296*:

   ```
   Set Opr. Protect
   Enter Passcode :6296
   ```

4. Press **ENTER**. The display shows:

   ```
   Opr.Protect:    Off
         Program/Enter
   ```

   If the setting you see is acceptable, skip to step 6.
   Otherwise, proceed to step 5.
5. To change the setting, press **PROGRAM** once or twice until your desired setting appears. In this example, we've chosen "On."

   ```
   Opr.Protect:    On
         Program/Enter
   ```

6. Press **ENTER** to save the setting.

Using your fax machine during operation protection

1. When you press any key on your machine, the display will show:

```
Operation Protected
Enter Passcode :*****
```

2. Use the numeric keypad to enter the four-digit passcode (here, we've entered the passcode we set previously; see page 2.37).

```
Operation Protected
Enter Passcode :6296
```

If you make an error, press ◄ or ► until the cursor appears under the character you wish to change; then enter the correct character.

When you enter correct passcode, the machine will let you go on to the next step in the fax operation.

Note: If you start an operation while the first is still underway (see "The power of Triple Access," page 2.36), the machine will require the passcode from you once again before proceeding with your new request. However, the first operation will proceed unaffected, even if you fail to enter the correct passcode for the second entry.

Print it later, when it's safe: security reception

Your fax machine has a *security reception* capability. This means that you can tell the machine to keep *all* received faxes in memory (but not print them) after a certain time; then, later, you instruct it to go ahead and print out the saved faxes. This is great if, for example, you have concerns about after-hour workers nosing around in documents intended for *your eyes only*!

Important: For this feature to work, you must have pre-set the passcode (see page 2.37) to something besides *0000*; and, of course, you must *know* the passcode:

Note: In the following instructions, your machine's display shortens the word *Transmission* to *Tx* and the word *Receive* to *Rx*.

Activating security reception

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **O** (the letter *O*, *not* a zero), **1**, **ENTER**. The display shows:

```
Set Security Rx
Enter Passcode :*****
```

3. Use the numeric keypad to enter the passcode. Here, we've entered *6296*:

```
Set Security Rx
Enter Passcode :6296
```

4. Press **ENTER**. The display shows:

```
Security Rx:    Off
      Program/Enter
```

If the setting you see is acceptable, skip to step 6.

Otherwise, proceed to step 5.

5. To change the setting, press **PROGRAM** once or twice until your desired setting appears. In this example, we've chosen *On.*

```
Security Rx:    On
      Program/Enter
```

6. Press **ENTER**. The display shows the machine's current clock setting:

```
Set Security Rx
Enter Time:    15:42
```

If you want security reception to begin *now* (and at this same time every day), skip to step 8.

Otherwise, proceed to step 7.

7. Use the numeric keypad to enter the time (24-hour format) when security reception should begin every day. "Type over" the numerals displayed. Here, we've entered *17:35* (5:35 PM):

```
Set Security Rx
Enter Time:    17:35
```

To change a digit, press ◄ to move leftward, or ► to move rightward, to that digit. Then, enter the correct digit.

8. Press **ENTER** to save this setting.

Printing from (and turning off) security reception

When security reception is active, an incoming fax goes directly into your fax machine's memory (but is *not* printed) and lights the **MEMORY RECEIVE** light. To retrieve the faxes received during this security reception (and to return your machine to normal reception until the next time):

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **O** (the letter *O*, *not* a zero), **2**, **ENTER**. The display shows:

```
Print Mem Rx Doc.
Enter Passcode :****
```

3. Use the numeric keypad to enter the passcode. Here, we've entered *6296*:

```
Print Mem Rx Doc.
Enter Passcode :6296
```

4. Press **ENTER**.

- If you've entered the correct passcode, your fax machine will print all documents in — and then erase them from — its memory; and it will turn security reception back off until reaching the appropriate time again.
- If you've entered an incorrect code, your fax machine will refuse to print and security reception remains active.
- If the machine has not received any document, "No Document Stored" message will show on the display and security reception remains active.

Receiving and sending SecureMail

Note: The SecureMail feature described here works only with other Muratec fax machines. However, your machine also has a feature called *F-Code* which allows it to perform SecureMail communications with not only other Muratec faxes but also other makers' faxes. See "F-Code communication" (pages 2.50–2.60) for more information.

Perhaps you don't want to protect *all* receptions, but, just *certain* faxes and at *any* time (without having to set it, as it's necessary with security reception; see pages 2.38–2.39). Or, for that matter, you may wish to *send* secure documents to someone else and not worry about whether an unauthorised person near that person's fax might happen to see the documents.

That's why your fax machine has Muratec's time-tested *SecureMail feature*. SecureMail uses some of your fax's memory as paperless "electronic mailboxes." Your machine can use up to 10 of these mailboxes.

Note: Please don't confuse SecureMail's 10 electronic mailboxes with your machine's five electronic batch boxes (see pages 2.23–2.26). While both use electronic memory, they are *not* the same.

Also, you can *send* SecureMail to any of certain Muratec fax machines. Your authorised Muratec dealer can give you further information.

Receiving SecureMail

Creating, modifying or clearing a SecureMail mailbox

To receive SecureMail, you must have SecureMail mailboxes set up on your fax machine. You may wish also to modify existing SecureMail mailboxes (but, to do so, you must know each mailbox's ID code; see step 4, below).
To create, modify or clear a SecureMail mailbox:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **E**, **1**, **ENTER**. The display shows:

```
Set SecureMail Box
S Mail No.        _
```

3. Use the numeric keypad to enter the number, *0–9*, of the mailbox you wish to create. Here, we've entered **5**:

```
Set SecureMail Box
S Mail No.        5_
```

4. Press **ENTER**. The display will show:

```
S Mail No.        5
Enter I.D. Code:****
```

5. Your next move depends on whether you're *creating* or modifying the SecureMail mailbox:

- *If creating* — Use the numeric keypad to enter *0000* and press **ENTER**.
- *If modifying* — Use the numeric keypad to enter the proper ID code and press **ENTER**. If you enter an invalid ID code, the fax machine will reject the attempt and abort this operation.

6. The display now shows:

```
5:Name      :Upper
_
```

or

```
5:Name      :Upper
Bookkeeping_
```

The machine now is prompting you for a name for this mailbox. For example, you may wish to name it *Ernie* if someone named Ernie is going to be the usual recipient of SecureMail faxed to this mailbox.
If you *do not* wish to enter or change this mailbox's name, skip to step 8.
If you *do* wish to enter or change this mailbox's name, proceed to step 7.
If you wish to *clear* this SecureMail mailbox's name, press **CANCEL** to erase *all* characters in the mailbox name and proceed to step 7.

7. A mailbox's name may be up to 16 characters in length. You enter the name the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered name, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

```
5:Name      :Upper
_
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press **R**, the machine will see set it as an *R* (not an *r*).
To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **ALPHABET**. The display will change to:

```
5:Name      :Lower
_
```

This means pressing one-touch keys will enter lower-case letters: pressing **R** will produce an *r* (not an *R*) on the display.
To switch back for upper-case entries, press **ALPHABET**.
To enter spaces, punctuation and symbols, enter the characters shown on the one-touch keypad you want.
To use **CODE** function to enter a wide variety of characters, please review the explanation on page 2.3. The vast majority of the time, you will probably find the **ALPHABET** key to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the name is just as you want it.

8. Press **ENTER** to save the mailbox information. The display now shows:

```
S Mail No.        5
Enter I.D. Code:0000
```

The machine is asking for the SecureMail box's four-digit *ID code*. This is the code which, as we will see, one must enter in order to print a document which any remote SecureMail-compatible fax sends to this mailbox.

9. Check the following list to determine your next move.
If, in step 7, you changed the name of an *existing* SecureMail mailbox and you want to keep its ID code the same, skip to step 12.
If, in step 7, you entered a new mailbox name, proceed to step 10.
If you wish to change the ID code of an existing mailbox, proceed to step 10.

10. Decide upon, and then write down, the four-digit SecureMail ID code (*0001-9999*) for this mailbox and put it in a safe place.

Important: After you proceed with step 11, you (or other users whom you designate) *must* know this code to print documents sent to this mailbox.

Important: Do *not* use *0000* as a code.

11. Use the numeric keypad to enter the four-digit ID code for this mailbox.

12. Press **ENTER** to save the mailbox information.

Printing a SecureMail mailbox list

You can easily print a list of all the SecureMail mailboxes set up on your machine. Change to Fax mode then press **PROGRAM**, **E**, **2**, **ENTER**.

Note: To assure the security of the mailboxes, the list *doesn't* print the ID code.

Setting SecureMail storage time

Your fax machine can store incoming documents in SecureMail mailboxes (up to the limits of its memory) as long as 31 days. After that, it automatically erases the documents. To set the storage time:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **E**, **4**, **ENTER**. The display shows:

```
S Mail Hold Time
Hold Time(1-31):  03
```

3. Use the numeric keypad to enter a two-digit number indicating how long, in number of days (*01-31*), you want your fax machine to keep received SecureMail documents. *This setting affects* ***all*** *SecureMail mailboxes set up on your machine.* Here, we've entered *09*, for nine days:

```
S Mail Hold Time
Hold Time(1-31):  09
```

4. Press **ENTER** to save the setting.

Printing SecureMail you receive

When your fax machine receives a SecureMail document from another Muratec fax machine, your fax will print a message alerting the person for whom the document is intended. Then that person (or at least someone, such as a trusted assistant, to whom that person has divulged his/her SecureMail mailbox's ID code) has a certain number of days (see "Setting SecureMail storage time," *previous page*) in which to print out the message before your machine automatically erases it.

Note: For this operation to work, two things must be true:

- You must know the SecureMail mailbox's one-digit mailbox number
- You must know the mailbox's four-digit ID code.

To print a received SecureMail message:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **E**, **3**, **ENTER**. The display shows:

```
Print SecureMail
S Mail No.        _
```

3. Use the numeric keypad to enter the number of the mailbox whose contents you wish to print. Here, we're entered *5*:

```
Print SecureMail
S Mail No.        5_
```

4. Press **ENTER**. The display shows:

```
Print SecureMail
Enter I.D. Code:****
```

Note: If the mailbox has received no document, "No Document Stored" message will show on the display and your fax return to standby mode.

5. Use the numeric keypad to enter the mailbox's four-digit ID code. Here, we've entered *2345*:

```
Print SecureMail
Enter I.D. Code:2345
```

6. Press **ENTER.**

- If you've entered the correct ID code, your fax machine will print all documents in — and then erase them from — the mailbox.
- If you've entered an incorrect code, your fax machine will refuse to print the document.

Sending SecureMail

In addition to *receiving* SecureMail on your machine, you also can *send* SecureMail to other Muratec fax machines with SecureMail reception capabilities. (If necessary, consult your authorised Muratec dealer for more details.

Note: For you to send SecureMail to a remote fax machine's SecureMail mailbox, three things *must* be true:

- The remote fax machine must be a Muratec fax machine with SecureMail reception capability.
- The SecureMail mailbox must exist on the remote fax machine.
- You must know the mailbox's one-digit SecureMail *mailbox number*.

To send a SecureMail transmission:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Insert the document.

3. Adjust resolution and contrast if necessary.

4. If you wish to toggle between transmission from the feeder and transmission from memory, press **MEMORY TRANSMIT**.

Note: This toggle affects only a transmission from the **ADF**. Transmission from the **FBS** is always memory transmission.

5. Press **COMMUNICATION OPTIONS** *twice* and then press **ENTER**. The display will show:

```
S Mail Tx
S Mail No.        _
```

6. Use the numeric keypad to enter the appropriate one-digit number for the desired SecureMail mailbox in the remote machine. In this example, the number is *8*:

```
S Mail Tx
S Mail No.        8_
```

Note: If you make a mistake, press **CANCEL** to back up, then enter the correct one-digit number.

7. Press **ENTER**. The display will show:

```
Enter Fax Number
_
```

8. Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialling from the numeric keypad. ***Do not*** *press* **START**.

9. What you do now depends upon when you wish the transmission to begin.
To have it begin *now*, skip to step 12.
To delay it, proceed to step 10.

10. Press **COMMUNICATION OPTIONS**, **ENTER**. The display will show:

```
Delayed
Enter Time: 19/14:11
```

11. Use the numeric keypad to enter the day and time when the SecureMail transmission should begin, then press **ENTER**.

Note: If you make a mistake, press **CANCEL** to erase leftward. Or, to change just one digit in the setting, press ◄ to move the cursor leftward, or ► to move it rightward, to that digit and press **CANCEL** to erase it. Then re-enter until the date and time are just as you want it.

12. Press **START**.

If, in step 9, you chose an immediate transmission, your fax machine will begin dialling. If you chose a delayed command, the machine will display "Reserved" on the top line of the display, indicating that the machine has stored the command in memory and will perform it later.

Masking the PIN

To prevent unauthorised long-distance calls, some office telephone systems require you to enter not only the phone number but also a *personal identification number (PIN)* whenever you dial an outside number beginning with *1*.
If that's true for you, you'll probably wish to keep that PIN confidential, so unauthorised persons can't discover — and use — the PIN number. Fortunately, your fax's *PIN mask feature* makes such confidentiality possible. With the PIN mask activated, you can dial a fax number plus a PIN, but the PIN will not appear in a journal, error message printout, delayed command list or even TCR, where an unauthorised user might see it. The PIN, entered from the numeric keypad (it can include the ***** or **#** symbols, if necessary) may be up to eight characters in length.

Important: For this feature to work, the passcode (see page 2.37) must be something besides *0000*; and, of course, you must *know* the passcode.

There are three possible settings for the PIN mask feature:

- **Off** — The feature isn't working. Any PIN you enter will appear on any display or printout which shows what you dial.
- **Mode 1** (the display calls it "Mode1") — Each *remote fax unit* has a
- **Mode 2** (the display calls it "Mode2") — Each *fax user* has a departmental PIN access code.

Note: If you select Mode 1 and you will use a one-touch or speed-dial number, you must store the PIN access code for the remote unit within that number. However, if you select Mode 2, this isn't necessary. (See "Autodialling while using the PIN mask," next page for further details.)

Note: If you select either Mode 1 or Mode 2 and will be using batch transmission (see pages 2.23-2.26), you must store the PIN access code for the remote unit within the appropriate batch box.

Activating the PIN mask

Important: For this feature to work, you must have pre-set the passcode to something besides *0000*. If necessary, review "The key to it all: the passcode," page 2.37.

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J**, **1**, **6**, **ENTER**. The display shows:

```
Set PIN Mode
Enter Passcode :*****
```

3. Use the numeric keypad to enter the four-digit passcode. In our sample here, we've entered *2099*.

```
Set PIN Mode
Enter Passcode :2099
```

Note: If you enter an invalid passcode, the machine's security feature will reject the attempt and abort the operation.

4. Press **ENTER**.

```
PIN Mode:     Off
      Program/Enter
```

If the setting you see is acceptable, skip to step 6.

Otherwise, proceed to step 5.

5. To change the setting, press **PROGRAM** repeatedly until your desired setting appears. In this example, we've chosen *Mode1*.

```
PIN Mode:     Mode1
      Program/Enter
```

6. Press **ENTER**.

Autodialling while using the PIN mask

Note: The following instructions presume you are familiar with how to set and use your machine's autodialler. If you need to review, see pages 2.7–2.15.

Note: If the PIN mask feature is off, you use the autodialler normally.

If you've specified "Mode1" — the PIN goes in

In this mode, before autodialling the desired number the first time, you must add the PIN to its stored one-touch key or speed-dial number. Here's how:

1. Make a normal autodialler entry through the entry of the call group(s). The display will show:

```
Set PIN Number
Enter Passcode :****
```

2. Use the numeric keypad to enter the four-digit passcode. Here, we'll use our sample passcode again:

```
Set PIN Number
Enter Passcode :6296
```

3. Press **ENTER**. In our example, we're setting speed-dial number *001*:

```
001:PIN Number
_
```

4. Use the numeric keypad (including either ***** or **#**, if necessary) to enter the desired PIN, up to eight characters in length.

```
001:PIN Number
1057_
```

5. Press **ENTER** to save the PIN.

Note: If you press **ENTER** without entering the PIN, the fax machine beeps, indicates "Invalid Number" on the display and then returns you to step 3.

Now you may autodial the number as usual.

Important: While in PIN Mode 1, *any* autodialler numbers you use must include the PIN. Thus, this applies also to autodialler numbers used with batch transmission (see pages 2.23–2.26) or programmable one-touch keys (see pages 2.61–2.71).

Note: If you select either Mode 1 or Mode 2 and will be using batch transmission (see pages 2.23–2.26), you must store the PIN access code for the remote unit within the appropriate batch box.

If you've specified "Mode2" — as you autodial, load the code

In this mode, you *don't* have to add the PIN to the autodialler setting itself. Instead, you enter the PIN manually each time you autodial:

1. Perform the usual autodialling procedure for the number itself. Here, we've entered speed-dial number 001:

```
Press Start
S001_
```

2. Press **START**. The machine now asks for the PIN:

```
Enter PIN Number
_
```

3. Use the numeric keypad to enter the PIN.

```
Enter PIN Number
1057_
```

4. Press **START**. Your machine will dial the number.

Note: If you select either Mode 1 or Mode 2 and will be using batch transmission (see pages 2.23–2.26), you must store the PIN access code for the remote unit within the appropriate batch box.

Dialling from the numeric keypad while using the PIN mask

Note: If the PIN mask feature is off, you dial normally.

If you've specified "Mode1" — use "star" power

1. Enter the phone number, then press the * ("star") key and enter the PIN. *The PIN always goes last.* For example, to dial *19725550911* with a PIN of "123456," enter *19725550911*123456*:

   ```
   Press Start
   19725550911*123456
   ```

2. Press **START**. The PIN disappears from the display, and your machine dials the desired phone number.

If you've specified "Mode2" — the machine guides you

1. Enter the phone number as usual.

   ```
   Press Start
   19725550911_
   ```

2. Press **START**. The display now shows:

   ```
   Enter PIN Number
   _
   ```

3. Use the numeric keypad to enter the PIN.

   ```
   Enter PIN Number
   123456_
   ```

4. Press **START**. Your machine will dial the number.

Performing batch transmission while using the PIN mask

Note: The following instructions presume you are familiar with how to set and use both your machine's autodialler and its batch transmission feature. If you need to review, see pages 2.7–2.15 for more on the autodialler and/or pages 2.23–2.26 for more on batch transmission.

Note: If the PIN mask feature is off, you dial normally.

If you've specified "Mode1" or "Mode2"

Important: Any autodialler number you use with batch transmission *must* include the PIN. (To review how to include this information in an autodialler number, review the Mode 1 instructions under "Autodialling while using the PIN mask," page 2.43.)

Before sending a batch transmission to a desired number the first time, you must store the PIN within its batch box. Here's how:

1. Perform the batch box setting until you've entered the batch box number. The display now asks for the fax number (here, we've working with batch box 1):

   ```
   1:Fax Number
   _
   ```

2. Enter an autodialler number, or use the numeric keypad to enter the fax number, to which the batch transmission should go.

   Important: If you're using an autodialler number, it must contain the PIN, as mentioned previously.
   If you're entering a number from the numeric keypad, enter the fax number, followed by the * ("star") key and then PIN.

3. Press **ENTER** to save the setting.

   Note: If you press **ENTER** without entering the PIN, the fax machine beeps, indicates "No PIN Number" on the display and then returns you to step 2.

Now, you can perform batch transmission to this box while the PIN mask is activated.

Setting security transmission

Your fax's *security transmission* feature provides extra assurance that your documents go where you're sending them. When this feature is activated and your machine sends a fax, the machine compares the last four digits of the dialled number to the other unit's Subscriber ID (the phone number at the top of that unit's transmissions; see page 1.19). If these digits match, your call goes through. If they don't, your machine disconnects the call and prints an error message telling you to check the condition of the remote unit.

Before you activate this feature, please consider:

- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.* — Indeed, some machines don't even *have* a Subscriber ID. So, with security transmission activated, your machine would disconnect its calls to such machines.
- *Access codes can cause confusion.* — If an autodialler entry ends with a long-distance or other access code, activating this feature prevents calls to that fax. (After all, the other fax's users won't put *your* codes at the end of *their* Subscriber IDs.)

Note: In the following instructions, your fax's display abbreviates *Transmission* as *Tx*.

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J**, **1**, **0**, **ENTER**. The display shows the current setting:

```
Security Tx:    Off
      Program/Enter
```

If the setting you see is acceptable, skip to step 4.
Otherwise, proceed to step 3.

3. To change the setting, press **PROGRAM** once or twice until your chosen setting appears. In this example, we've chosen *On*.

```
Security Tx:    On
      Program/Enter
```

4. Press **ENTER** to save the setting.

Setting for use of a closed network

For maximum communications security, use a *closed network*. This limits your machine to faxing to and from only other Muratec fax machines which can "present" the proper passcode.

Important: The passcode you use for closed network operation (and limiting polling access; see page 2.32) is **not** the same as the *protection* passcode.

Once set this way, your machine will disconnect calls coming in from other machines.
Setting your fax machine's closed network passcode

1. Decide upon, and then *write down*, the four-digit closed network passcode (*0000-9999*) you want to use and *put it in a safe place*.

2. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

3. Press **PROGRAM**, **J**, **0**, **8**, **ENTER**. The display shows the current code:

```
Set Passcode
Passcode        :0000
```

If the setting you see is acceptable, skip to step 5.
Otherwise, proceed to step 4.

4. Use the numeric keypad to enter the desired four-digit closed network passcode.

```
Set Passcode
Passcode        :5627
```

5. Press **ENTER** to save the setting.

Note: To turn off the closed network passcode and return to normal fax reception, change the code to *0000* by repeating steps 1–5 and entering *0000* in step 4.

Setting your fax machine to operate in a closed network

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J**, **0**, **9**, **ENTER**. The display shows your fax's current setting:

   ```
   Closed Net.:    Off
         Program/Enter
   ```

   If the setting you see is acceptable, skip to step 4.

   Otherwise, proceed to step 3.

3. To change the setting, press **PROGRAM** once or twice until your chosen setting appears. In this example, we've chosen *On*.

   ```
   Closed Net.:    On
         Program/Enter
   ```

4. Press **ENTER** to save the setting.

Setting Block Junk Fax

Although it's illegal, unauthorised fax traffic — "junk fax" — keeps coming. Your fax machine's *Block Junk Fax* feature lets you bar the gates… ***but***, first, please understand *how* this feature works, to determine whether it is right for you. There are four possible settings for the Block Junk Fax feature:

- **Off** — The feature is turned off.
- **Mode 1** (the display calls it "Mode1") — Your fax machine *limits* document reception to fax machines whose phone number are stored in your auto-dialler (i.e., one-touch and speed-dial numbers).
  Your machine checks to see if any phone numbers in your autodialler matches the last four digits of the calling fax machine's subscriber ID (remember, that's the phone number part of the TTI). If it *doesn't* find such a match, your machine will disconnect the call.
- **Mode 2** (the display calls it "Mode2") — In this mode, your fax machine *rejects* document reception *from* fax machines whose phone numbers are stored in the *blocked number list* (we'll explain).
  Your fax machine checks to see if any phone number in your *blocked numbers list* matches the last eight digits of the calling fax machine's phone number.
  If it *does* find such a match, your machine will disconnect the call.
- **Mode 3** (the display calls it "Mode3") — This combines Modes 1 and 2 ; this is for use if, for example, you **do** wish to *send* a document *to*, but **do not** wish to *receive* from a fax machine whose phone number is stored in your autodialler. If so, store the same last eight digits (at least four digits) of the phone number as your autodialler into the *blocked numbers list* so that you can activate this mode.

Note: In the Block Junk Fax dial list under Modes 2 and 3, your fax can store up to 50 separate fax numbers from which you wish to reject calls.

So, before you activate the Block Junk Fax feature, please consider:

- *Not all fax machine owners enter their phone numbers in their Subscriber IDs.* — With this feature activated, your machine would reject faxes from such machines.
- *Access codes can cause confusion.* — If an autodialler entry ends with long-distance or other access codes, Block Junk Fax will block out calls from those fax machines. (i.e., those other fax users won't put *your* codes at the end of *their* Subscriber IDs.)

If you do decide to go ahead with activating Block Junk Fax, here's how:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J**, **1**, **1**, **ENTER**. The display shows your fax's current setting:

   ```
   Block Junk Fax:Off
         Program/Enter
   ```

   If the setting you see is acceptable, skip to step 4.

   Otherwise, proceed to step 3.

3. To change the setting, press **PROGRAM** repeatedly until your chosen setting appears.
   In this example, we've chosen *Mode2*.

   ```
   Block Junk Fax:Mode2
         Program/Enter
   ```

4. Press **ENTER** to save the setting.
   What you do next depends upon what you selected in step 2 or 3.
   - If you selected either *Off* or *Mode1*, the machine will return to its normal standby mode. Ignore steps 5–10 in this procedure.
   - If you selected either *Mode2* or *Mode3*, the display will show:

     ```
     Set BlockJunk Dial
           Program/Enter
     ```

     Press **ENTER** and proceed to step 5 to enter or modify a junk dial number.
     Otherwise, press **PROGRAM** and skip to step 10.

5. Depending on whether you already have a number entered into the blocked numbers list, the display shows one of the following:

```
Enter Fax Number
01:_
```

or

```
Select BlockJunk No.
01:555-2208
```

If you have *not* entered a fax number into this slot in the list, skip to step 7.

Otherwise, proceed to step 6.

6. If you wish to modify an existing entry in the blocked numbers list, press ◄ or ► repeatedly until you see the number you wish to modify.

… or …

If you wish to enter a new number in an already-started blocked numbers list, press ◄ or ► repeatedly until you find an empty position in the list (as in the first display in step 5).

Note: To *clear* a number from the list, see "Clearing a number from the blocked numbers list," right column.

7. Use the numeric keypad to enter *the last eight characters* of a fax number you wish to block. For example, if you wish to block a fax from someone with a Subscriber id of *972-555-3038*, you should enter **5, 5, 5, -, 3, 0, 3, 8**:

```
Enter Fax Number
01:555-3038
```

To change only a specific digit of an entry, press ◄ to move leftward or ► to move rightward until the cursor is under the digit, then use the numeric keypad to enter the correct digit.

8. Press **ENTER** to save the setting. The display will show the next "slot" in the blocked numbers list.

```
Enter Fax Number
02:_
```

If you *do not* wish to enter or change a fax number, proceed to step 9.

If you *do* wish to enter another fax number, repeat steps 5–8.

9. Press **STOP**. The display now asks whether you want to print blocked numbers list.

```
Print BlockJunk Dial
        Enter/Stop
```

10. If you *do* want to print the list, press **ENTER** and your machine will print it.
If you *don't* want to print a list, press **STOP** and your machine will return to normal standby mode.

Clearing a fax number from the blocked numbers list

To *clear* a number from the list.

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **J**, **1**, **1**, **ENTER**. The display shows the current Block Junk Fax setting:

```
Block Junk Fax:Off
      Program/Enter
```

If the setting is either *Mode 2* or *Mode 3*, skip to step 4.

If the setting is either *Off* or *Mode 1*, proceed to step 3.

3. Press **PROGRAM** until your see your preference, *Mode 2* or *Mode 3*.
In this example, we've chosen *Mode 2*.

```
Block Junk Fax:Mode2
      Program/Enter
```

4. Press **ENTER** *twice*. The display shows:

```
Select BlockJunk No.
01:555-0911
```

If this is the fax number you wish to clear from the list, skip to step 6.

Otherwise, proceed to step 5.

5. Press **PROGRAM** repeatedly until you see the number you wish to clear from the list.

6. Press **CANCEL** to clear the number.
To clear another number from the blocked numbers list, repeat steps 5–6.
Otherwise, proceed to step 7.

7. Press **STOP**. The display now asks whether you wish to print the current blocked numbers list:

```
Print BlockJunk Dial
        Enter/Stop
```

If you want to print the list, press **ENTER** and your fax machine will print it.

Otherwise, press **STOP** to return your machine to its normal standby mode.

Using department codes

You can keep track of how your machine is used through its *department code* feature. When the department code setting is activated, the machine reminds each user to enter his/her department code before sending or polling a document, and the machine counts communication time and page of each department code.
The Activity Journal then keeps track of fax transactions by department.
After you turn on this setting, assign specific code numbers to your office's fax users and tell them to enter the codes before proceeding with fax jobs.

Note: Please note that using this setting blocks access to the fax machine.

Entering or modifying a department code

Your machine can store up to 100 separate four-digit department codes.

Note: To *clear* a department code, see "Clearing a department code" (right column).

To enter or modify a department code:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **M**, **2**, **ENTER**. Depending upon whether you've already entered a department code, the display shows:

   ```
   Enter Dept. Code
   001:_
   ```
   or
   ```
   Select Department No
   001:2468
   ```

   Note: If department code operation is *protected* (see next page), the fax will beep briefly and then return to standby mode. You will have to turn off the protection first, then repeat this step.

   If your want to enter or modify the first code ("001"), skip to step 4.
   Otherwise, proceed to step 3.

3. Press ◄ or ► repeatedly until you see the code in which you wish to make either a first entry or a modification. Then press **ENTER**.

4. Use the numeric keypad to enter the four-digit department code, *0000-9999*. Here, we've entered *1555*:

   ```
   Enter Dept. Code
   001:1555
   ```

   To change only one digit, repeatedly press ◄ to move leftward or ► to move rightward until the cursor is under the digit, then, use the numeric keypad to enter the correct digit.

5. Press **ENTER** to save the setting.
   To enter or modify another department code, repeat steps 3–5.
   To finish entering department codes, press **STOP** to return to standby mode.

Clearing a department code

1. Change to the Fax mode then press **PROGRAM**, **M**, **2**, **ENTER**. The display shows:

   ```
   Select Department No
   001:1555
   ```

   Note: If department code operation is *protected* (see next page), the fax will beep briefly and then return to standby mode. You will have to turn off the protection first, then repeat this step.

   If this is the code you wish to clear, skip to step 3.

   Otherwise, proceed to step 2.

2. Press ◄ or ► repeatedly until you see the code you wish to clear.

3. Press **CANCEL**. the display will show:

   ```
   1555:Erase Dpt. Code
   Check Program/Enter
   ```

   If you *do* wish to clear this department code, press **ENTER**.

   Otherwise, press **PROGRAM**.

To clear another department code, repeat steps 2-3.
To finish clearing department codes, press **STOP** to return to standby mode.

Activating (or turning off) the department code setting

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **M**, **3**, **ENTER**. The display shows:

   ```
   Dept. On/Off:   Off
         Program/Enter
   ```

   Note: If department code operation is *protected* (see next page), the fax will beep briefly and then return to standby mode. You will have to turn off the protection first, then repeat this step.

3. Press **PROGRAM** once or twice until you see the setting you want.

   ```
   Dept. On/Off:   On
         Program/Enter
   ```

4. Press **ENTER**.

Activating (or turning off) department code protection

Important: This feature will work only if you've set the passcode (see page 2.37).

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **M**, **1**, **ENTER**. The display shows:

   ```
   Set Dept. Protect
   Enter Passcode :*****
   ```

3. Use the numeric keypad to enter the four-digit passcode.

   ```
   Set Dept. Protect
   Enter Passcode :6296
   ```

   To change only one digit, repeatedly press ◄ to move leftward or ► to move rightward until the cursor is under the digit, then, use the numeric keypad to enter the correct digit.

4. Press **ENTER**.

   ```
   Dept. Protect:  Off
         Program/Enter
   ```

5. Press **PROGRAM** once or twice until you see the setting you want.

   ```
   Dept. Protect:  On
         Program/Enter
   ```

6. Press **ENTER** to save the setting.

Sending a fax using a department code

Note: For this operation to work, two things must be true:

- The four-digit department code must exist on your fax machine.
- You must know the department code.

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Insert the document.
3. Adjust resolution and contrast if necessary.
4. If you want to toggle between transmission from the feeder or from memory, press **MEMORY TRANSMIT**.

   Note: This toggle affects only a transmission from the ADF. Transmission from the FBS is always memory transmission.

5. Enter the fax number by either pressing a one-touch key, entering a speed-dial number or dialling from the numeric keypad.

6. Press **START**.

   ```
   Enter Dept. Code
   _
   ```

7. Use the numeric keypad to enter the appropriate four-digit department code. In this example, we've entered *1555*:

   ```
   Enter Dept. Code
   1555_
   ```

8. Press **START** again.

Printing the current department time list

You can print the current *department time list.* It will show a total communication time and quantity of pages printed for each department code.

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM, M, 4, ENTER**.

Note: Until you *clear* the list (see "Clearing a department time list," below), the fax counts the total communication time and page quantity every time a communication uses department coding.
The maximum time is *999:59:59* (999 hours, 59 minutes, 59 seconds); after that, additional time goes uncounted.
The maximum page quantity is *65535*; after that, additional pages go uncounted.

Clearing the current department time list

To clear the current department time list:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM, M, 5, ENTER**.

This operation clears the total communication time and page quantity for each department code (but, of course, the codes themselves remain unaltered).

F-Code communication

F-Code: an introduction

Your fax machine's database polling (see pages 2.30–2.31) and SecureMail (see pages 2.39–2.42) features work only with other Muratec models. However, the *ITU-T* (part of the United Nations agency that maintains international telecommunications standards; for more information, see the Glossary that begins on page 3.18) has now created a fax industry standard for using *sub-addressing* and password-based communications with not only other Muratec fax machines but also other makers' machines. One name for this standard is *F-Code*, and that is what we'll call it in these instructions and on your machine's display.

How sub-addressing works: think of a mailroom

If you are new to the concept of sub-addressing, think about how one receives mail addressed to a department within one's company. For example, mail for Accounting gets to the mailroom for the entire company; the Mail Department then routes the mail to Accounting.

That's the idea behind sub-addressing. Once your fax and another F-Code-compatible faxes begin their communication, they exchange special F-Code signals to indicate just where the fax really should go. It's if the sending fax were saying, "Take this one and carry it on down the hallway to room 148" and the receiving fax were replying, "148? OK, will do."

Now, with F-Code, you can set up an ITU-T-compatible sub-address and password which lets you use SecureMail and database polling in communication with *any* other fax machine, regardless of maker, so long as it, too, uses the F-Code standard from the ITU-T.

To use ITU-T sub-addressing and password features, you have to create *F-Code boxes* in your machine.

Setting up or changing F-Code boxes

The first step to using the F-Code box is to create F-Code boxes in your fax machine. This procedure also lets you modify existing F-Code boxes.
Before you set up an F-Code box:

- You must decide how your callers will use this box — as a bulletin *box* or a security *box* (see "Which type of box?" in the next column).
- If the other person has set a password only, inform that person he or she **must** store a sub-address before your communications may use this feature. *Each* fax machine in the transaction, yours and the other one, must store an ITU-T sub-address for this to work. (However, use of the password itself is optional if you do not intend to use *secure* F-Code communications).

Which type of box?

Before proceeding, make a decision: is this F-Code box to be a bulletin *box* or a security *box?* In essence, the first is for callers' convenience; the second is for your convenience.
A bulletin *box* allows you to store scanned or retrieved documents which callers can retrieve through polling. For example, your sales branches could call in at any time to receive a printout of your latest prices. In other words, this is a way to allow database polling (if necessary, review pages 2.30–2.31) from *any* fax model that conforms to the ITU-T standard we call "F-Code." A bulletin box can hold its contents indefinitely (as long as the unit has AC power). You can set a password for the bulletin box to restrict access to it.
A security *box* works like a normal SecureMail mailbox *except* that it accepts and stores ITU-T-standard F-Code secure communication, as opposed to the proprietary SecureMail discussed earlier in these operating instructions (if necessary, review pages 2.39–2.42). Of course, you *must* use a password if this is to be a security box; otherwise, there would be *no* security!

Creating or modifying an F-Code box

1. Keep paper and pen with you as you follow this procedure. As you decide upon and enter each sub-address (and, if applicable, password or passcode), write it down (noting to which box the information refers). When you complete this procedure, keep the printed record in a safe place.

2. If the machine is in Fax mode, proceed to step 3.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode

3. Press **PROGRAM**, **P**, **1**, **ENTER**. Depending on whether you already have a name entered for F-Code box *01*, the display will show either:

```
Select F-Code Box
01: No Number Stored
```

or

```
Select F-Code Box
01:NY Branch Office
```

If this is the F-Code box you want to set, skip to step 5. (However, our samples from here on will refer to F-Code box *03*, rather than *01*.)

4. Use the numeric keypad to enter the two-digit number (*01–50*) of the F-Code box you wish to create or modify. (Use a leading zero for numbers below *10*.) Here, we've entered **0, 3** and see:

```
Select F-Code Box
03: No Number Stored
```

or

```
Select F-Code Box
03:Muratec UK_
```

Note: Your machine can create up to 50 F-Code boxes. Each can store up to 30 documents.

5. If you change your mind and wish to select a different F-Code box, just use the numeric keypad to enter the two-digit number for the desired box before going on to step 6.

6. Press **ENTER**.
If you are creating this F-Code box for the first time, skip to step 8.
If you selected a previously created F-Code box which has a previously set passcode, the display will show:

```
03:Set F-Code Box
F-Code Passcode:_****
```

7. To modify this previously created F-Code box, enter the proper passcode (*not* the ITU-T sub-address and *not* the ITU-T password) using the numeric keypad, then press **ENTER**.

Note: If you enter an invalid passcode, the fax machine will reject the attempt and abort this operation.

8. The machine now is prompting you for a name for this F-Code box. Depending on whether you already have a name entered for this F-Code box, the display now shows either:

```
03:Box Name:Upper
_
```

or

```
03:Box Name:Upper
03:Muratec UK_
```

To enter or change this F-Code box's name, proceed to step 9.

If you do not wish to enter or change this F-Code box's name, skip to step 10.

9. A F-Code box's name may be up to 16 characters in length. You enter the name the same way you entered your fax name during EasyStart. We'll review the process, here. (If you're changing a previously entered name, see the note at the end of this step.)

Important: As in EasyStart, you enter letters and other non-numeric characters through the one-touch keys.

```
03: Box Name:Upper
_
```

The word "Upper" means the machine is currently set for entering only upper-case letters. If you press ***R***, the machine will see it as an *R* (not an *r*).

To change it so that pressing a one-touch key will produce a lower-case letter rather than an upper-case letter, press **ALPHABET**. The display will change to:

```
03: Box Name:Lower
_
```

This means pressing one-touch keys will enter lower case letters: pressing ***R***, will produce an *r* (not an *R*) on the display.

To switch back for upper-case entries, press **ALPHABET** again.

To use **CODE** to enter a wide variety of characters, please review the explanation on page 2.3. The vast majority of the time, you will probably find the **ALPHABET** keys to be sufficient.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the name, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the name is just as you want it.

10. Press **ENTER** to save the box's name and continue. The display shows either:

```
03:Sub-Address No.
_
```

or

```
03:Sub-Address No.
123456_
```

The machine is asking for this F-Code box's sub-address. This ITU-T-standard, all-numerical identifier is *essential* for F-Code communication. You must enter one to use this F-Code box, and anyone trying to fax to this F-Code box must know it.

To enter or change the sub-address number, proceed to step 11.

If you do not wish to change an existing sub-address number, skip to step 12.

11. Use the numeric keypad to enter *exactly* the sub-address to identify this F-Code box.

Note: The sub-address must be unique to this F-Code box; *i. e.*, no other F-Code box in this fax machine can have the same sub-address.

The sub-address can be up to 20 numbers in length. In this example, we've entered *654321*.

```
03:Sub-Address No.
654321_
```

Note: To erase previously entered characters, press **CANCEL** to erase leftward. Or to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

12. When the number is as you want it, press **ENTER** to store it.

Note: If you entered a sub-address number already being used by another F-Code box, the machine will beep and briefly display the following:

```
03:Enter Sub-Address
Sub-Address In Use
```

The machine now returns you to step 11. Please enter a different number for your F-Code box's sub-address.

13. Next, the machine asks for your F-Code box's *password*. This *is* the password for ITU-T-compatible F-Code fax transactions. (It is *not* a passcode your machine uses to control who can make settings for the box.) If you set the password, a caller must know and use it in order to send a fax to you via F-Code communication. You don't *have* to have a password to use the F-Code box. However, using a password will make your F-Code communications much more secure.

Important: Again, this is the password for ITU-T-compatible F-Code fax transactions. It's *not* the passcode the machine can use to control user access to the F-Code box for, as an example, making settings. You'll make that setting a few steps down the line.

Depending on whether you already have a password entered for your F-Code box, the display displays either:

```
03:Password
_
```

or

```
03:Password
123456789*#_
```

If you *do* wish to enter or change this box's password, proceed to step 14.

If you *do not* wish to enter or change this box's password, skip to step 15.

14. Use the numeric keypad to enter this box's ITU-T-compatible password. This password can be up to 20 characters in length and can include any combination of numbers and the ***** and **#** characters (but no other non-numerical characters). Here, we've entered *135*7#9*.

```
03:Password
135*7#9_
```

Note: To erase previously entered characters, press **CANCEL** to erase leftward. Or to change just one character in the password, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the password is just as you want.

15. Press **ENTER**. The display will show either:

```
Box Type   :Bulletin
     Program/Enter
```

or

```
Box Type   :Security
     Program/Enter
```

The machine is asking which box type you wish to assign to this box — *bulletin* or *security*.

To select your desired box type (if it's not already on the display), press **PROGRAM** to display your choice.

16. Press **ENTER.**

If you chose *Bulletin* in step 15, proceed to step 17.

If you chose *Security* in step 15, skip to step 22.

17. Each bulletin box has four additional settings:

- **Protected reception** (shown on the display as "Rx Protect")
- **Automatic printing** ("Auto Print")
- **Document overwriting** ("Overwrite Doc.")
- **Erasure of transmitted documents** ("Erase Tx Doc.")

We will now explain all four. **For *each*:** to toggle its displayed choice between *Off* and *On*, press **PROGRAM** repeatedly until your desired choice appears. Then press **ENTER** to save the choice and proceed to the next setting. When you complete the last setting (erasure of transmitted documents), you'll move on to step 18.

- **Protected reception** determines whether this box is open to receive documents which callers may poll.

```
Rx Protect     :Off
      Program/Enter
```

If protected reception is *On*, this box will not accept documents (making the next two settings irrelevant, although the machine will show them anyway).

If protected reception is *Off*, this box will accept documents.

Make your choice and press **ENTER** to proceed to the next setting.

- **Automatic printing** determines whether the machine will print a document automatically upon receiving it into this box:

```
Auto Print     :Off
      Program/Enter
```

Note: This setting has effect only if protected reception (see above) is set to *Off*.

If automatic printing is *On*, documents will print automatically as soon as the box receives them.

If protected reception is *Off*, you will have to print manually any documents this box receives if you want them printed. (For more information, see page 2.56.)

Make your choice and press **ENTER** to proceed to the next setting.

- **Document overwriting** determines whether the box will overwrite (erase) any documents it is *currently* storing whenever it receives a *new* document:

```
Overwrite Doc. :Off
      Program/Enter
```

Note: This setting has effect only if protected reception (see above) is set to *Off*.

If document writing is *On* and your machine receives a new document into this box, it will erase any documents currently stored there.

If document writing is *Off* and your machine receives a new document into this box, it *won't* erase any documents currently stored there. Your machine can store up to 30 documents (not pages) in each box.

Make your choice and press **ENTER** to proceed to the next setting.

- **Erasure of transmitted documents**, the final setting for the bulletin box, determines whether the machine erases a document from the box after a caller polls the document:

```
Erase Tx Doc.  :OFF
      Program/Enter
```

If this setting is *On*, your machine erases a document from the box as soon as it sends it; thus, this bulletin box can be polled only once per document.

If this setting is *Off*, your machine does *not* erase a document from the box when it is polled. As long as your unit holds AC power and you do not otherwise erase the document from the box, the document is available indefinitely for polling.

Make your choice and press **ENTER** to finish the settings for this bulletin box and proceed to step 18.

18. The display now shows:

```
03:Set F-Code Box
F-Code Passcode:0000
```

The machine is asking for this bulletin box's four-digit security passcode. *This* passcode affects only the box's bulletin box capabilities, and is not the same passcode you entered in steps 6–7. If you set this passcode, you subsequently will have to enter the passcode before you can make any changes to the box's security box settings or before you either can print or view any document received in this bulletin box.

If you *do* wish to enter or change this passcode, proceed to step 19.

If this is a newly created box and you do *not* wish to enter this passcode, enter *0000* (four zeroes), then skip to step 21.

If this is a previously created box and you do not wish to change this passcode, skip to step 21.

19. Decide upon, and then write down, a four-digit passcode (*0001-9999*) for this bulletin box and put it in a safe place.

Important: **Do not** use *0000* as a passcode. This disarms protection for this box.

20. Use the numeric keypad to enter the four-digit passcode for this bulletin box.

Important: After you proceed with step 21, one **must** know this passcode to access this F-Code box.

21. Press **ENTER** to save this bulletin box information.
To create or modify another F-Code box, repeat steps 4–16 (and then either 17–21 or 22–26, depending upon the type of box it is or will be).
To finish, press **STOP**. Now see "Using a bulletin box" (pages 2.56–2.58).

Important: The remaining steps, 22–26, are about *only* setting an F-Code box to be a security box. If you are interested in only the bulletin box feature, you may skip these steps.

22. The display will show:

```
F-Code Doc Hold Time
Hold Time(0-31)  :00
```

Use the numeric keypad to enter a two-digit number indicating how long, in number of days (0–31), you want your fax machine to keep received documents in this security box. Here, we've entered *09*, for nine days:

```
F-code Doc Hold Time
Hold Time(0-31)  :09
```

Note: Your fax machine normally can store incoming documents in security boxes (up to the limits of its memory) as long as 31 days, after which it automatically erases the documents. However, especially if your machine has plenty of memory, you may want to override the 31-day limit so as to keep the documents indefinitely (for you to delete manually when you choose). If so, enter *00*. (You may wish to contact your authorised Muratec dealer regarding optional memory expansion).

23. Press **ENTER** to save the settings. The display now shows:

```
03:Set F-Code Box
F-Code Passcode:0000
```

The machine is asking for your security box's four-digit security passcode. *This* passcode affects only the box's security box capabilities, and is not the same passcode you entered in steps 6–7. If you set this passcode, you subsequently will have to enter the passcode before you can make any changes to the box's security box settings or before you either can print or view any document received in this security box.

If you *do* wish to enter or change this passcode, proceed to step 24.

If this is a previously created box and you do not wish to change this passcode, skip to step 26.

Note: A security box *must* have a passcode, unlike a bulletin box (for which a passcode — however advisable — is optional).

24. Decide upon, and then write down, a four-digit passcode (*0001-9999*) for this security box and put it in a safe place.

Important: Do *not* use *0000* as a passcode. This disarms protection for this box.

25. Use the numeric keypad to enter the four-digit passcode for this security box.

Important: After you proceed with step 26, one *must* know this code in order to print documents stored in this security box.

26. Press **ENTER** to save the information.
To create or modify another F-Code box, repeat steps 4–16 (and then either 17–21 or 22–26, depending upon the type of box it is or will be).
To finish, press **STOP**. Now see "Using a security box," pages 2.58–2.59.

Erasing an empty F-Code box

Important: You can erase *only* an *empty* F-Code box. If a box is holding any documents, you must first clear each document. If the box is a bulletin box, you can delete documents (see "Erasing a document stored in a bulletin box," page 2.57); if the box is a security box, you can clear the box by printing the documents it holds (see page 2.58).

To erase an empty F-Code box:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **P**, **5**, **ENTER**. The display shows:

```
Select F-Code Box
01:No Number Stored
```

or

```
Select F-Code Box
01:Murata Machinery
```

If this is the box you want to erase, skip to step 5. (However, our examples from here will refer to box *03* rather than box *01*.)

3. Use the numeric keypad to enter the two-digit identifier number (*01–50*) of the F-Code box you wish to erase. Here, we've pressed **0, 3** and see:

```
Select F-Code Box
03:Muratec UK
```

4. If you change your mind and wish to erase a different F-Code box, just use the numeric keypad to enter the desired box's two-digit identifier number before going on to step 5.

5. Press **ENTER**. If the F-Code box is empty, the display shows:

```
03:Erase F-Code Box
F-Code Passcode:_****
```

If you have not set the passcode for your F-Code box, skip to step 8.

Important: If you select a F-Code box which is not empty, the machine beeps and, before returning to step 3, briefly displays:

```
Select F-Code Box
Box In Use
```

Review the **Important** item before step 1 (*above*).

6. Use the numeric keypad to enter the proper four-digit passcode.
Here, we've entered *2345*:

```
03:Erase F-Code Box
F-Code Passcode:_2345
```

7. Press **ENTER**.
If you entered an invalid passcode in step 6, the fax machine will reject the attempt and abort this operation.
If you entered the correct passcode in step 6, the display will show:

```
03:Erase F-Code Box
Check Program/Enter
```

Note: If you want to quit without erasing the F-Code box you've selected, press **PROGRAM**. The fax will return to step 2.

Note: If you want to quit without erasing any F-Code box, press **STOP**. The machine will return to standby mode.

8. Press **ENTER** to erase the F-Code box.

```
Erase F-Code Box
**   Complete   **
```

To erase another F-Code box, repeat steps 3–8.
To finish, press **STOP**.

Printing a list of your F-Code boxes

You can easily print a list of your F-Code boxes. The list includes each box's identifier number, box name, sub-address, password, box type and each box's setting. To print the list, change to Fax mode then press **PROGRAM**, **P**, **2**, **ENTER**.

Printing a list of documents stored in your F-Code boxes

You can print a list of all the documents stored in your machine's F-Code boxes. This will provide you with each document's file number. Keep in mind, however:

- If using the F-Code box as a bulletin box, you will need to know a file's number and the box's passcode to erase or print it on your machine.
- If using the F-Code box as a security box, you need to know the box's passcode to print all documents in (thus erasing them from) — the box.

To print the list, change to Fax mode then press **PROGRAM**, **P**, **3**, **ENTER**.

Using a bulletin box

Storing a document

Your fax machine can store up to 30 *documents* (as opposed to *pages*) in each bulletin box. The documents can be either received, or scanned, at the machine, which holds them for polled sending.

Note: For this operation to work, two things must be true:

- The bulletin box must exist on your fax machine.
- You must know the bulletin box's two-digit number (*01–50*) and four-digit passcode.

To store a document by scanning in a bulletin box for polled sending:

1. Insert the document and make any necessary adjustments as usual.

2. Change to Fax mode then press **PROGRAM, P, 7, ENTER**.

```
Select F-Code Box
01:Murata Machinery
```

3. Use the numeric keypad to enter the two-digit number of the bulletin box you wish to use. Here, we've entered **0, 3** to indicate bulletin box *03*.

```
Select F-Code Box
03:Muratec UK
```

4. Press **ENTER**. The display will show:

```
03:Set F-Code Doc.
F-Code Passcode:*****
```

Note: If you have not previously set this box's passcode, this message won't appear; in that event, skip to step 6.

5. Use the numeric keypad to enter the box's four-digit passcode. Here, we've entered **2345.**

```
03:Set F-Code Doc.
F-Code Passcode:2345
```

Note: If you enter an invalid passcode, the fax machine will reject the attempt and abort this operation.

6. Press **ENTER.** Now the display shows:

```
Add Document   :On
      Program/Enter
```

This is the *Add Document* setting. It determines what will happen when you add this document to this bulletin box. With the setting at *On,* your machine will *not* erase the documents from the bulletin box when you add this document. With the setting at *Off,* your machine *will* erase the documents when you add this document.

If the setting you see is acceptable, skip to step 8.

Otherwise, proceed to step 7.

7. Press **PROGRAM** to toggle the *Add Document* setting to your preference.

8. Press **ENTER**. The machine will start scanning the document into the selected bulletin box.

```
F-Code Doc.  File: 1
A4           Mem100%
```

Important: Your machine can store up to 30 files. It identifies each by a file number ranging from 1 to 30.
Your machine will assign the document the lowest available file number.
You need to know a file's number to erase or print it on your fax machine. See also "Printing a list of documents stored in your F-Code boxes," page 2.55.

Printing a stored document

You can print — without erasing it from memory — a document stored in an F-Code bulletin box set up on your fax machine. Here's how:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **P**, **4**. The display will show:

```
P4 Print F-Code Doc.
      Program/Enter
```

3. Press **ENTER**.

```
Select F-Code Box
01:Murata Machinery
```

If this is the box storing the document you want to print, skip to step 5.

Otherwise, proceed to step 4.

4. Use the numeric keypad to enter the two-digit number (*01–50*) of the bulletin box currently "holding" the document you wish to print. We've entered *03*.

```
Select F-Code Box
03:Muratec UK
```

5. Press **ENTER**. The display will show:

```
03:Print F-Code Doc.
F-Code Passcode:*****
```

Note: If you have not previously set this box's passcode, this message won't appear; in that event, skip to step 8.

6. Use the numeric keypad to enter your F-Code's four-digit passcode. Here we've entered *2345*.

```
03:Print F-Code Doc.
F-Code Passcode:2345
```

7. Press **ENTER**.

Note: If you enter an invalid passcode, the fax machine will reject the attempt and abort this operation.

8. The display shows:

```
03:Print F-Code Doc.
File No.          _
```

9. Use the numeric keypad to enter the document's file number (*1–30*).

Note: If you wish to print *all* documents currently stored in the bulletin box, simply enter *0* (zero).

10. Press **ENTER**. Your fax machine will print the desired document(s), then return to standby mode.

Erasing a document stored in a bulletin box

It's easy to erase a document stored in a bulletin box set up on your fax machine:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **P**, **6**. The display will show:

```
P6 Erase F-Code Doc.
      Program/Enter
```

3. Press **ENTER**.

```
Select F-Code Box
01:Murata Machinery
```

If this box holds the document you want to erase, skip to step 5.

Otherwise, proceed to step 4.

4. Use the numeric keypad to enter the number (*01–50*) of the bulletin box currently "holding" the document you wish to erase. We've entered *03*.

```
Select F-Code Box
03:Muratec UK
```

5. Press **ENTER**. The display will show:

```
03:Erase F-Code Doc.
F-Code Passcode:*****
```

Note: If you have not previously set this box's passcode, this message won't appear; in that event, skip to step 8.

Note: If you select a security box rather than a bulletin box, the machine beeps and, before returning to step 4, briefly displays:

```
Select F-Code Box
In Secure Box
```

Select a true bulletin box in step 4 and continue.

6. Use the numeric keypad to enter this F-Code's four-digit passcode. Here we've entered *2345*.

```
03:Erase F-Code Doc.
Enter Passcode:2345
```

7. Press **ENTER**.

Note: If you enter an invalid passcode, the fax machine will reject the attempt and abort this operation.

8. The display will show:

```
03:Erase F-Code Doc.
File No.          _
```

9. Use the numeric keypad to enter the document's file number (*1–30*).

Note: To erase *all* documents stored in this box, enter *0* (zero).

10. Press **ENTER**. The fax machine now gives you one last chance to change your mind about the erasure.

```
03:Erase F-Code Doc.
Check Program/Enter
```

Important: To quit without erasing this or *any* other document, press **PROGRAM** or **STOP**. The machine will return to standby mode.

11. Press **ENTER**. The fax machine will erase the desired document, then return to standby mode.

Using a security box

If using an F-Code box as a security box, you cannot store documents in it by scanning; it is for receiving only.

Printing a document

When your machine receives a document via ITU-T sub-addressing from another fax machine, your machine will print a message alerting the person for whom the document is intended. Then the person has a certain number of days (see page 2.54) in which to print out the message before your machine erases it.

Note: For this operation to work, two things must be true:

- You must know the security box's number.
- You must know the four-digit passcode for the security box.

To print a received message from a security box:

1. If the machine is in Fax mode, proceed to step 2.
If it is in Copy mode, press **COPY/FAX** to change to Fax mode.

2. Press **PROGRAM**, **P**, **4.** The display shows:

```
P4 Print F-Code Doc.
      Program/Enter
```

3. Press **ENTER**.

```
Select F-Code Box
01:Murata Machinery
```

If this box holds the document you want to print, skip to step 5.

Otherwise, proceed to step 4.

4. Use the numeric keypad to enter the two-digit number (*01–50*) of the security box currently "holding" the document you wish to print. We've entered *03*.

```
Select F-Code Box
03:Muratec UK
```

5. Press **ENTER**. The display will show:

```
03:Print F-Code Doc.
F-Code Passcode:*___
```

Note: If the security box is holding no documents at this time, the machine will display this briefly before returning to step 4:

```
Select F-Code Doc.
No Document Stored
```

In step 4, be sure to select a security box that is holding at least one document.

6 Use the numeric keypad to enter your F-Code's four-digit passcode. Here we've entered *2345*:

```
03:Print F-Code Doc.
F-Code Passcode:2345
```

7 Press **ENTER**.

- If you've entered the correct passcode, your fax machine will print all documents in — and then erase them from — the mailbox.
- If you've entered an incorrect passcode, your fax machine will refuse to print the document.

F-Code transmission and polling

With F-Code, your machine — in addition to sending Muratec-proprietary SecureMail (*pages 2.39–2.42*) and performing database polling (*pages 2.30–2.31*) from only other Muratec models — can send secure transmissions to, and perform database polling from, other makers' machines, as well. You may accomplish such transmissions in either of two ways:

- Programmable one-touch key (see pages 2.68–2.70)
- Direct entry of the ITU-T sub-address and password, which is what we will now describe.

Whether you are sending to or polling from another machine, you obviously must know the correct sub-address on the receiving machine, as well as the password if that sub-address has one. (This is analogous to how, with Muratec SecureMail, you must know the correct SecureMail mailbox number and password on the remote Muratec fax.)

Note: For F-Code communication to occur, three things must be true:

- The remote fax machine must support ITU-T sub-addressing (and password) capabilities.
- A mailbox with an ITU-T sub-address *must* exist on the remote fax. (It doesn't have to have a password. If the other machine hasn't at least one box with a sub-address, F-Code communication will be impossible).
- You must know the ITU-T sub-address and (if applicable) password information for the mailbox on the remote machine.

F-Code transmission

1. Press **COPY/FAX** to change to Fax mode, if necessary.

2. Insert the document.

3. Adjust resolution and contrast if necessary.

4. If you wish to toggle between transmission from the feeder and transmission from memory, press **MEMORY TRANSMIT**.

Note: This toggle affects only a transmission from the ADF. Transmission from the FBS is always memory transmission.

5. Press **COMMUNICATION OPTIONS** seven times and then press **ENTER**.

```
7.F-Code TX
  Comm.Option/Enter
```

6. Press **ENTER**.

```
Enter Sub-Address
_
```

7. Use the numeric keypad to enter the appropriate sub-address number. In this example, we've entered *123456.*

```
Enter Sub-Address
123456_
```

Note: If you make a mistake, press **CANCEL** to back up, then enter the correct one-digit number.

8. Press **ENTER**. The display will show:

```
Enter Password
_
```

Note: If you know that this sub-address does **not** have a password, skip to step 10.

9. Use the numeric keypad to enter the appropriate password number. In this example, we've entered *654321*.

```
Enter Password
654321_
```

Note: If you make a mistake, press **CANCEL** to back up, then enter the correct one-digit number.

10. Press **ENTER**. The display will show:

```
Enter Fax Number
_
```

11. Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialling from the numeric keypad. Do ***not*** press **START**.

12. What you do now depends upon when you wish the transmission to begin.
- To have it begin now, skip to step 15.
- To delay it, proceed to step 13.

13. Press **COMMUNICATION OPTIONS**, **ENTER**.
The display will show:

```
Delayed
Enter Time: 15/17:05
```

14. Use the numeric keypad to enter the day and time when the transmission should begin, then press **ENTER**.

Note: If you make a mistake or you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character. Then re-enter until the number is just as you want it.

15. Press **START**.

If, in step 12, you chose an immediate transmission, your fax machine will begin dialling. If you chose a delayed command, the machine will display "Reserved" on the top line of the display, indicating that the machine has stored the command in memory and will perform it later.

F-Code database polling

1. Press **COPY/FAX** to change to Fax mode, if necessary.

2. Press **COMMUNICATION OPTIONS** eight times.

```
8.F-Code Polling
  Comm.Option/Enter
```

3. Press **ENTER**.

```
Enter Sub-Address
_
```

4. Use the numeric keypad to enter the appropriate sub-address number. In this example, we've entered *123456*.

```
Enter Sub-Address
123456_
```

5. Press **ENTER**. The display will show:

```
Enter Password
_
```

6. Use the numeric keypad to enter the appropriate password number. In this example, we've entered *654321*.

```
Enter password
654321_
```

Note: If you know that this sub-address does **not** have a password, skip to step 8.

7. Press **ENTER**. The display will show:

```
Enter Fax Number
_
```

8. Enter the fax number either by pressing a one-touch key, entering a speed-dial number or dialling from the numeric keypad. Do ***not*** press **START**.

9. What you do now depends upon when you wish the transmission to begin.
- To have it begin now, skip to step 12.
- To delay it, proceed to step 10.

10. Press **COMMUNICATION OPTIONS**, **ENTER**.
The display will show:

```
Delayed
Enter Time: 15/17:05
```

11. Use the numeric keypad to enter the day and time when the transmission should begin, then press **ENTER**.

Note: If you make a mistake or want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character. Then re-enter until the number is just as you want it.

12. Press **START**.

If, in step 9, you chose an immediate transmission, your fax machine will begin dialling. If you chose a delayed command, the machine will display "Reserved" on the top line of the display, indicating that the machine has stored the command in memory and will perform it later.

Programmable one-touch keys

The *programmable one-touch keys* **73-80** simplify complex fax operations, letting you really tap into your machine's power.

Note: Programmable one-touch keys **73–80** are available on fliptab **B.** Remember that, when using the key numbers on the two fliptabs, whichever set is visible is ready for use; so, if necessary, flip to (!) fliptab **B** to use these keys.

You can "teach" these keys the following multi-step operations for one-key press convenience (the pages shown contain instructions for the specific operations):

- Delayed transmission (see pages 2.20–2.22)
- Broadcasting (see pages 2.17–2.19)
- Relay broadcast initiation (see pages 2.18–2.19)
- SecureMail transmission (see pages 2.38–2.42)
- Polling, regular and database (but *not* continuous) (see pages 2.30–2.31)
- Batch transmission (see pages 2.23–2.26)
- F-Code transmission (see pages 2.59–2.60)
- F-Code polling (see page 2.60)

There is a great deal of similarity among how you set the various operations; but, for your convenience, we'll give you full instructions for each one. Just FYI, however, we'll summarise by saying that, each time, you tell the machine four simple things:

- **How** — How you will tell the machine what to do (*i. e.*, which key you're programming)
- **Who** — The number(s) the machine should dial
- **What** — The operation it should perform
- **When** — The date(s) and time(s) when you want it to perform the operation.

Programming a delayed transmission

Note: To *erase* a programmable one-touch key, refer to page 2.71.

To program a delayed transmission into a programmable one-touch key:

1. Change to the Fax mode then press **PROGRAM, C, 1, ENTER**. The display either shows:

```
Select Program No.
73:No Number Stored
```

. . . or indicates a command already is programmed into this key.

If **73** is the key you want to program, skip to step 4. (However, our examples from here will say *"80"* rather than *"73."*

Otherwise, proceed to step 2.

2. Select the key into which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **80**.

```
Select Program No.
80:No Number Stored
```

3. If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4. Press **ENTER**. The display now shows either:

```
80:Fax Number
_
```

or

```
80:Fax Number
9-5558743_
```

5. Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

```
80:Fax Number
9-5550629_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance numbers), press ◄ to scroll leftward or ► to scroll rightward.

Important: Do not press **ENTER**.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

6. Now, *while you still can see the fax number on the display*, press **COMMUNICATION OPTIONS**, **ENTER**. The display shows:

```
Delayed
Enter Time: 11/20:30
```

7. There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0**, **0** (*i.e.*, *00*), and then the time when the fax could perform the command:

```
Delayed
Enter Time: 00/17:05
```

8. Press **ENTER, ENTER**.

9. The display now shows the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programming a broadcast

Note: To *erase* a programmable one-touch key, refer to page 2.71.

Programming a broadcast is very similar to programming a delayed transmission except that, rather than specifying just one phone number, you set up multiple numbers to which the transmission should go.
To program a broadcast into a programmable one-touch key:

1. Change to the Fax mode then press **PROGRAM**, **C**, **1**, **ENTER**. The display either shows:

```
Select Program No.
73:No Number Stored
```

. . . or indicates a command already is programmed into this key.

If **73** is the key you want to program, skip to step 4. (However, our examples from here will say *"79"* rather than *"73."*

2. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **79**.

```
Select Program No.
79:No Number Stored
```

3. If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4. Press **ENTER**. The display now shows either:

```
79:Fax Number
_
```

or

```
79:Fax Number
9-5558743
```

5. Use the numeric keypad to enter up to 220 fax numbers — any combination of call groups, other one-touch keys, speed-dial numbers and numbers you enter with only the numeric keypad.

Important: Do not press **ENTER**.
Between each number or call groups, press **BROADCAST** to enter a comma.

Important: Do not insert a comma after the **last** number.

To enter a speed-dial number, press **SPEED DIAL/TEL INDEX** and the number's three-digit identifier.

To enter a call group, press **GROUP DIAL** and the group's identifier number.

```
79:Fax Number
G5,01,S006,9-5552_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance number), press ◄ to scroll leftward or ► to scroll rightward.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

6. If you want the broadcast to begin *immediately* every time you press the key, press **ENTER** and skip to step 9.
If you want to *delay* the broadcast (perhaps to take advantage of lower phone rates), press **COMMUNICATION OPTIONS**, **ENTER**.

7 There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0**, **0** (*i.e., 00*), and then the time when the fax could perform the command:

```
Delayed
Enter Time: 00/17:05
```

8. Press **ENTER, ENTER**.

9. The display now shows the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programming a SecureMail transmission

Note: To *erase* a programmable one-touch key, refer to page 2.71.

Note: For this operation to work, three things must be true:

- The remote fax machine must be a Muratec fax machine with SecureMail reception capability.
- The SecureMail mailbox into which you're faxing must exist on the remote machine.
- You must know the mailbox's one-digit mailbox number.

To program a SecureMail transmission into a programmable one-touch key:

1. Change to the Fax mode then press **PROGRAM**, **C**, **1**, **ENTER**. The display either shows:

```
Select Program No.
73:No Number Stored
```

. . . or indicates a command already is programmed into this key.
If **73** is the key you want to program, skip to step 4. (However, our examples from here will say *"78"* rather than *"73."*

2. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **78**.

```
Select Program No.
78:No Number Stored
```

3. If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4. Press **ENTER**. The display now shows either:

```
78:Fax Number
_
```

or

```
78:Fax Number
9-5552208_
```

5. Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

```
78:Fax Number
9-5558422_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance numbers), press ◄ to scroll leftward or ► to scroll rightward.

Important: Do not press **ENTER**.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

6. Now, *while you still can see the fax number on the display*, press **COMMUNICATION OPTIONS** *two times* and then press **ENTER**.
The display shows:

```
S Mail Tx
S Mail No.          _
```

7. Use the numeric keypad to enter the appropriate one-digit SecureMail mailbox number. In this example, the number is *5*.

```
S Mail Tx
S Mail No.          5_
```

When the entry is complete, press **ENTER.**

8. If you want the transmission to begin *immediately* every time you press the key, press **ENTER** again and skip to step 11.
If you want to *delay* the transmission (perhaps to take advantage of lower phone rates), press **COMMUNICATION OPTIONS**, **ENTER**.

9. There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0**, **0** (*i. e., 00*), and then the time when the fax could perform the command:

```
Delayed
Enter Time: 00/17:05
```

10. Press **ENTER, ENTER**.

11. The display now shows the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programming a relay broadcast initiation

Note: To *erase* a programmable one-touch key, refer to page 2.71.

Note: For this operation to work, three things must be true:

- The remote fax machine must be a Muratec fax machine with "hub" capability.
- The call group(s) to which you're faxing must exist on the remote machine.
- You must know the two-digit mailbox number for each call group to which you're faxing.

To program a relay broadcast initiation into a programmable one-touch key:

1. Change to the Fax mode then press **PROGRAM**, **C**, **1**, **ENTER**. The display either shows:

```
Select Program No.
73:No Number Stored
```

. . . or indicates a command already is programmed into this key.
If **73** is the key you want to program, skip to step 4. (However, our examples from here will say *"77"* rather than *"73."*

2. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **77**.

```
Select Program No.
77:No Number Stored
```

3. If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4. Press **ENTER**. The display now shows either:

```
77:Fax Number
_
```

or

```
77:Fax Number
9-5558743
```

5. Use the numeric keypad to enter the "hub" machine's number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

```
77:Fax Number
9-5550629_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance numbers), press ◄ to scroll leftward or ► to scroll rightward.

Important: Do not press **ENTER**.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

6. Now, *while you still can see the fax number on the display*, press **COMMUNICATION OPTIONS** *three times* and then press **ENTER**.
The display shows:

```
Relay Tx
Group No.      _
```

7. Use the numeric keypad to enter the two-digit identifier (0*1–32*) for the first call group. You can specify up to 10 separate groups for each relay broadcast initiation; between the entry of each new group, press **GROUP DIAL** to insert a comma **but** *do not* insert a comma after the *last* group number. For example, here, we've entered **0**, **4**, **GROUP DIAL**, **1**, **1**, **GROUP DIAL**, **2**, **4**:

```
Relay Tx
Group No.      1,24_
```

Note: The display shows only four characters of the group number.

Important: Again, do not insert a comma after the last group number.

When the entry is complete, press **ENTER.**

8. If you want the transmission to begin *immediately* every time you press the key, press **ENTER** again and skip to step 11.
If you want to *delay* the transmission (perhaps to take advantage of lower phone rates), press **COMMUNICATION OPTIONS**, **ENTER**.

9. There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0**, **0** (*i. e., 00*), and then the time when the fax could perform the command:

```
Delayed
Enter Time: 00/17:05
```

10. Press **ENTER, ENTER**.

11. The display now shows the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programming regular and database polling

Note: To *erase* a programmable one-touch key, refer to page 2.71.

Note: For database polling to work, three things must be true:

- The remote fax must be a memory-equipped Muratec fax with a file stored in its database memory and ready for polling.
- The database file which you're polling must exist on the remote fax.
- You must know the one- or two-digit file number for each database file you wish to poll.

Note: You cannot program *continuous* polling into a programmable one-touch key. For more information on continuous polling, see page 2.31.

To program a polling operation, whether regular or database, into a programmable one-touch key:

1. Change to the Fax mode then press **PROGRAM**, **C**, **1**, **ENTER**. The display either shows:

```
Select Program No.
73:No Number Stored
```

. . . or indicates a command already is programmed into this key.
If **73** is the key you want to program, skip to step 4. (However, our examples from here will say *"76"* rather than *"73."*

2. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **76**.

```
Select Program No.
76:No Number Stored
```

3. If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4. Press **ENTER**. The display now shows either:

```
76:Fax Number
_
```

or

```
76:Fax Number
9-5557312_
```

5. Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

```
76:Fax Number
9-5550629_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance numbers), press ◄ to scroll leftward or ► to scroll rightward.

Important: Do not press **ENTER**.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

6. Now, *while you still can see the fax number on the display*, press **COMMUNICATION OPTIONS** *four times* and then press **ENTER**.
The display shows:

```
Polling
File No.    _
```

If you're performing regular (*not* database) polling, press **ENTER** and skip to step 8.

7. Use the numeric keypad to enter the one- or two-digit identifier for each database file you want to poll. You can specify up to 10 files; between the entry of each new file, press **COMMUNICATION OPTIONS** to insert a comma **but** *do not* insert a comma after the *last* file number.
For example, here, we've entered **2**, **6,** **COMMUNICATION OPTIONS**, **2**, **7**, **COMMUNICATION OPTIONS**, **2**, **8**, **COMMUNICATION OPTIONS** (the letter in preparation for another file number):

```
Polling
File No.    6,27,28_
```

Note: The display shows only seven characters of the file number.

Important: Again, **do not** insert a comma after the last file number.

When the entry is complete, press **ENTER.**

8. If you want the polling to begin *immediately* every time you press the key, press **ENTER** again and skip to step 11.
If you want to *delay* the polling (perhaps to take advantage of lower phone rates), press **COMMUNICATION OPTIONS**, **ENTER**.

9. There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0**, **0** (*i. e., 00*), and then the time when the fax could perform the command:

```
Delayed
Enter Time: 00/17:05
```

10. Press **ENTER, ENTER**.

11. The display now shows the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programming batch transmission

Note: To *erase* a programmable one-touch key, refer to page 2.71.

Note: For this operation to work, two things must be true:

- The batch box must exist on your machine. (If necessary, see "Creating or modifying a batch box," pages 2.23–2.24.)
- You must know the batch box's one-digit number (*1–5*).

To program a batch transmission into a programmable one-touch key:

1. Change to the Fax mode then press **PROGRAM**, **C**, **1**, **ENTER**. The display either shows:

```
Select Program No.
73:No Number Stored
```

. . . or indicates a command already is programmed into this key.

Note: To program a key into which a command other than batch transmission has already been programmed, you must first erase the key (see page 2.71). Then, return to these instructions and select that key.

If a batch transmission is already programmed into this key, you *can* change the batch box number, in step 6. (But you can't change the key to another kind of command. To do that, you must first erase the key and *then* program that key as described elsewhere in this section.)

If **73** is the key you want to program, skip to step 4. (However, our examples from here will say *"75"* rather than *"73."*

2. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected *75*.

```
Select Program No.
75:No Number Stored
```

3. If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4. **Do not** enter any characters here (if you do, you can't program a batch transmission into this key). Instead, **only** press **ENTER** and then proceed to step 5.

```
75:Fax Number
_
```

Note: Again, **do not** enter any characters here. If you have already accidentally entered any characters here, press **CANCEL** as many times as needed to erase **all** of them **before** proceeding to step 5.

Note: If this key already holds a batch transmission, skip to step 6.

5. Press **COMMUNICATION OPTIONS** *five times* and then press **ENTER**.
The display shows:

```
Batch Tx
Enter Box No.     _
```

6. Use the numeric keypad to enter the one-digit number for the batch box you wish to assign to this key. Here, we've entered **5**:

```
Batch Tx
Enter Box No.     5_
```

Note: To change an identifier already entered, press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

7. Press **ENTER**.

8. The display now shows the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programming F-Code transmission

Note: To *erase* a programmable one-touch key, refer to page 2.71.

Note: For F-Code transmission to work, two things must be true:

- You must know how the remote fax is using each F-Code (ITU-T-standard sub-addressing/password) box to which you're transmitting — as a bulletin box or as a security box (obviously, different makers may use slightly different terms, but the concepts are the same).
- You must know the remote fax's ITU-T sub-address and password number for each box to which you wish to transmit.

To program a F-Code transmission into a programmable one-touch key:

1. Change to the Fax mode then press **PROGRAM**, **C**, **1**, **ENTER**. The display either shows:

```
Select Program No.
73:No Number Stored
```

. . . or indicates a command already is programmed into this key.
If **73** is the key you want to program, skip to step 4. (However, our examples from here will say *"74"* rather than *"73."*

2. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **74**.

```
Select Program No.
74:No Number Stored
```

3. If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4. Press **ENTER**. The display now shows either:

```
74:Fax Number
_
```

or

```
74:Fax Number
9-5557312_
```

5. Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

```
76:Fax Number
9-5550629_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance numbers), press ◄ to scroll leftward or ► to scroll rightward.

Important: Do not press **ENTER**.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

6. Now, *while you still can see the fax number on the display*, press **COMMUNICATION OPTIONS** seven times. The following display appears:

```
7.F-Code Tx
  Comm.Option/Enter
```

7. Press **ENTER**. The display will show:

```
Enter Sub-Address
_
```

8. Use the numeric keypad to enter the ITU-T sub-address for the box to which you want to send the document. Here, we've entered *123456:*

```
Enter Sub-Address
123456_
```

9. Press **ENTER**. The display will show:

```
Enter Password
_
```

Note: If you know that this sub-address does **not** have a password, skip to step 11.

10. Use the numeric keypad to enter the appropriate ITU-T password for the box (if there is one; if there's not, you may skip to step 11, as explained in the second **Note,** below). In this example, we've entered *654321*.

```
Enter Password
654321_
```

Note: If you make a mistake, press **CANCEL** to back up, then enter the correct number. When the entry is complete, press **ENTER.**

11. If you want the transmission to begin *immediately* every time you press the key, press **ENTER** again and skip to step 14.
If you want to *delay* the transmission (perhaps to take advantage of lower phone rates), press **COMMUNICATION OPTIONS**, **ENTER**.

12. There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0**, **0** (*i. e., 00*), and then the time when the fax could perform the command:

```
Delayed
Enter Time: 00/17:05
```

13. Press **ENTER, ENTER**.

14. The display now shows the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programming F-Code polling

Note: To *erase* a programmable one-touch key, refer to page 2.71.

Note: For F-Code polling to work, two things must be true:

- The document which you're polling must exist on the remote machine in an F-Code box.
- You must know the remote fax's ITU-T sub-address and (if applicable) password number for each box you wish to poll.

To program a F-Code transmitting operation into a programmable one-touch key:

1. Press **PROGRAM**, **C**, **1**, **ENTER**. The display either shows:

```
Select Program No.
73:No Number Stored
```

. . . or indicates a command already is programmed into this key.
If **73** is the key you want to program, skip to step 4. (However, our examples from here will say *"74"* rather than *"73."*

2. Select the key in which you want to program a command or change a previously stored command — if necessary, turn the fliptab to see it, as described earlier — and then press it. Here, we've selected **74**.

```
Select Program No.
74:No Number Stored
```

3. If you change your mind and wish to select a different programmable one-touch key, go back to step 2 *before* going on to step 4.

4. Press **ENTER**. The display now shows either:

```
74:Fax Number
_
```

or

```
74:Fax Number
9-5557312_
```

5. Use the numeric keypad to enter the number *exactly* as your machine should dial it, including whatever codes your phone system may require. The number can be up to 40 characters in length:

```
76:Fax Number
9-5550629_
```

Your display can show only 20 characters at a time. To view characters beyond those 20 (such as with an international long-distance numbers), press ◄ to scroll leftward or ► to scroll rightward.

Important: Do not press **ENTER**.

Note: If you make a mistake or want to erase characters entered in a previous setting, press **CANCEL** to erase leftward. Or, if you want to change just one character in the number, press ◄ to move the cursor leftward, or ► to move it rightward, to that character and press **CANCEL** to erase it. Then re-enter until the number is just as you want it.

6. Now, *while you still can see the fax number on the display*, press **COMMUNICATION OPTIONS** eight times. The following display appears:

```
8.F-Code Polling
  Comm.Option/Enter
```

7. Press **ENTER**. The display will show:

```
Enter Sub-Address
_
```

8. Use the numeric keypad to enter the ITU-T sub-address for each box (*i. e.*, ITU-T sub-address number) you want to poll.
For example, here, we've entered *123456*:

```
Enter Sub-Address
123456_
```

9. Press **ENTER**. The display will show:

```
Enter Password
_
```

Note: If you know that this sub-address does **not** have a password, skip to step 11.

10. Use the numeric keypad to enter the appropriate ITU-T password for the box (if there is one; if there's not, you may skip to step 11, as explained in the first **Note,** below). In this example, we've entered *654321*.

```
Enter password
654321_
```

Note: If you make a mistake, press **CANCEL** to back up, then enter the correct number.

When the entry is complete, press **ENTER.**

11. If you want the transmission to begin *immediately* every time you press the key, press **ENTER** again and skip to step 14.
If you want to *delay* the transmission (perhaps to take advantage of lower phone rates), press **COMMUNICATION OPTIONS**, **ENTER**.

12. There's a choice to make. Instruct your fax to carry out this delayed command in *one* of the following ways:

Option 1: Perform the command *once* at a certain time on a certain day of the month (For example, "Do this at 5:05 PM on the 30th.")
To select this option, use the numeric keypad to enter the date and time when the fax should perform the command:

```
Delayed
Enter Time: 30/17:05
```

Option 2: Perform the command at a certain time *each day you press the key*. (For example, "Do this at 5:05 PM today.")
To select this option, use the numeric keypad to enter **0**, **0** (*i. e.*, *00*), and then the time when the fax could perform the command:

```
Delayed
Enter Time: 00/17:05
```

13. Press **ENTER, ENTER**.

14. The display now shows the next programmable one-touch key.
If you *do not* wish to enter or change *any other* key's programming, press **STOP** to return your machine to its usual standby mode.
If you *do* wish to enter or change this key's programming, go back to step 3.
If you wish to enter or change *another* key's programming, go back to step 2.

Programmable one-touch fax dialling

To dial a fax call using a programmable one-touch number:

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Insert the document.
3. Adjust resolution and contrast if necessary.
4. Toggle between transmission from the feeder or from memory if necessary, by pressing **MEMORY TRANSMIT**.

   Note: This toggle affects only a transmission from the ADF. Transmission from the FBS is always memory transmission.
5. Press the programmable one-touch key in which you've stored the number. The machine will handle the call from here, performing the operation you've programmed either now or later, depending on what you specified.

   Note: To review the details of each available operation, please review its appropriate area in these instructions. See page 2.61 for a list of where you may find each operation.

   If you programmed this key to delay its operation, the display will show:

   ```
     **  Reserved  **
   A4              Mem95%
   ```

   However, if you programmed this key to perform the operation immediately after the keypress, the display will show the number:

   ```
   9-1-972-555-4335
   A4              Mem95%
   ```

Erasing a programmable one-touch key

1. If the machine is in Fax mode, proceed to step 2.
   If it is in Copy mode, press **COPY/FAX** to change to Fax mode.
2. Change to the Fax mode then press **PROGRAM**, **C**, **2**, **ENTER**. The display shows something like:

   ```
   Select Program No.
   73:Delayed
   ```

   If **73** is the key you want to erase, skip to step 3. (However, our examples from here will say *"74"* rather than *"73."*)
3. Press the programmable one-touch key you want to erase. Here, we've selected **74**:

   ```
   Select Program No.
   74:Polling
   ```
4. If you change your mind and wish to erase a different programmable one-touch key, just press that key before going on step 5.
5. Press **ENTER**. The display shows:

   ```
   Erase P One-Touch
   Check Program/Enter
   ```

   Important: If you want to quit without erasing the programmable one-touch key you've selected, press **PROGRAM**. The fax will return to step 3.
6. Press **ENTER** to erase the number.

   ```
   Erase P One-Touch
     **  Complete  **
   ```

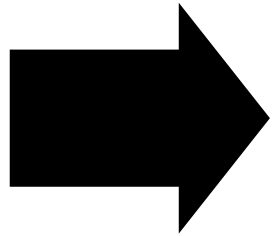
To erase another programmable one-touch key, repeat steps 3–5.
Or press **STOP** to return to standby mode.

Printing a list of your programmable one-touch keys

Your fax machine can print a list of the commands you've stored in your programmable one-touch keys. The list includes each key's one-touch letter, the telephone number, when the command should start, which command you've selected and — if applicable — the selected call group(s), SecureMail mailbox(es) or database file(s) you've stored in the key.

To print the list, change to the Fax mode then press **PROGRAM**, **C**, **3**, **ENTER**.

Just in case…



Now, here's how to care for your machine. Also, we'll suggest procedures to try in case of trouble.

Finally, the Glossary will explain fax terms you may encounter.

What’s inside in this section

Clearing paper jams 3.2
Print quality problems 3.5
Communications problems 3.7
Caring for your fax machine 3.13
Common questions 3.15
Glossary 3.18

Clearing paper jams

We have designed your fax machine to work reliably for years. However, you may occasionally experience one type or another of paper jam. Here's what to do.

If an original document jams

1. If an original document jams, the display will show:

```
Document Jam
ContStor Enter/Cancl
```

If you do wish to continue the operation, press **ENTER** and proceed to step 2.

To abort the operation, press **CANCEL.** This will delete from memory all pages stored during this operation, and the machine will return to standby mode.

Important: If you wait more than 60 seconds without pressing any key, the machine will delete from memory all pages stored during this operation and the machine will return to the standby mode.

Note: If this document is a *non*-sorting ADF job (either copying or faxing), the machine will abort the operation anyway; instead, you'll have to perform the job again from scratch.

2. The display will show which page (*i. e.*, which page number) is jammed. To continue scanning from the jammed page forward (keeping in mind the **Note** at the end of step 1, above), press **START** after clearing the jam.

```
P 2.Reset Document
Press Start
```

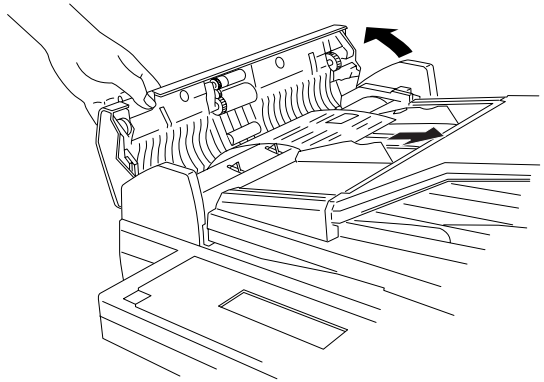
Note: If you wait more than 60 seconds without pressing any key, the machine will begin to send or copy the document(s) it has.

If you wish to cancel this operation, press **STOP.** The machine will delete all pages from memory and then return to its standby mode.

To remove the document:

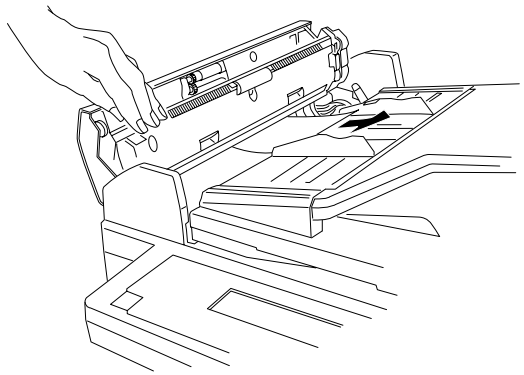
1. Open the scanner cover by holding the scanner cover release.

Important: Hold the cover open. It won't stay open by itself.



2. Lift the original document from the machine.

Note: If you cannot remove the original document, open the inner cover as shown in the diagram, then remove the document.



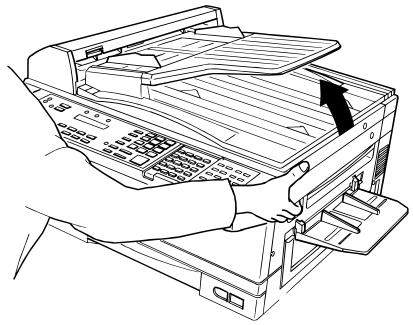
3. Gently close the scanner cover, making sure both sides are snapped down securely.

Note: If the original document has become wrinkled or torn, do **not** re-send it.

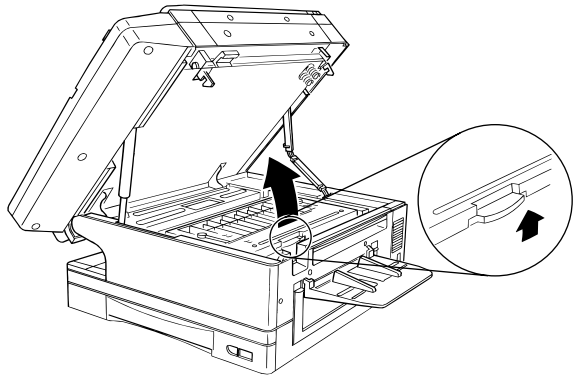
If a printout jams inside your machine

To clear a printout (either a received fax or a copy) jammed inside your machine:

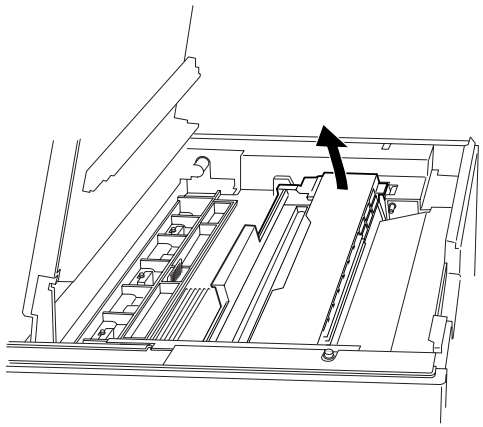
1. Open the top cover.



2. Open the printer cover.



3. Remove the toner and drum cartridge.

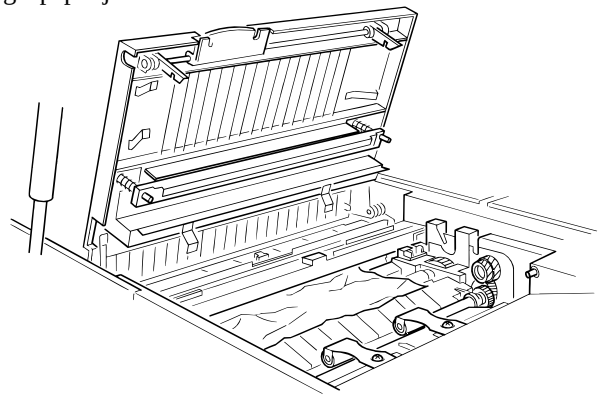


Important: Shield the drum cartridge from light, especially strong light. Later, if you have to remove the cartridge from the fax, immediately wrap it in a thick cloth to protect it from light.

4. Remove the jammed paper.

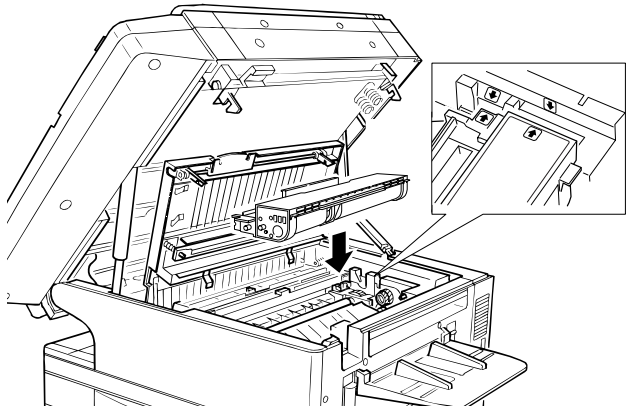
⚠ CAUTION.

The fuser unit becomes very hot. **Do not** touch the fuser unit when you are removing a paper jam.



Note: Avoid getting "unfixed" toner on your hands and clothes.

5. Re-set the toner and drum cartridge.

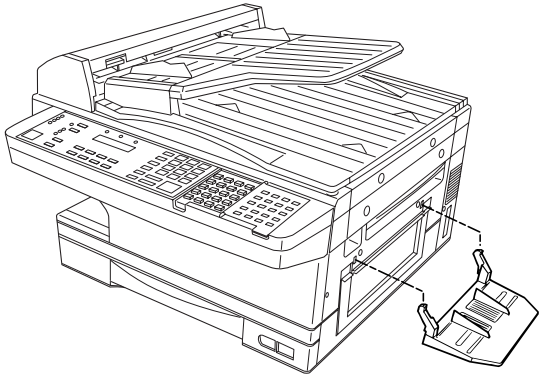


6. Gently close the printer cover.

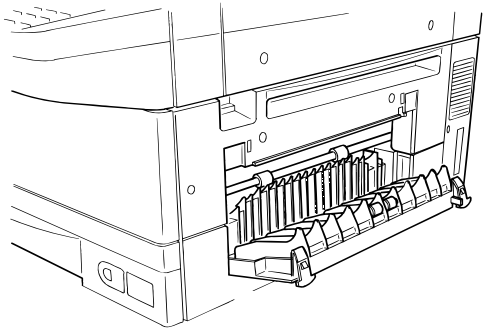
7. Gently close the top cover, pressing firmly on the both sides of the top cover until you hear it click.

If a printout jams inside at a paper cassette's side cover

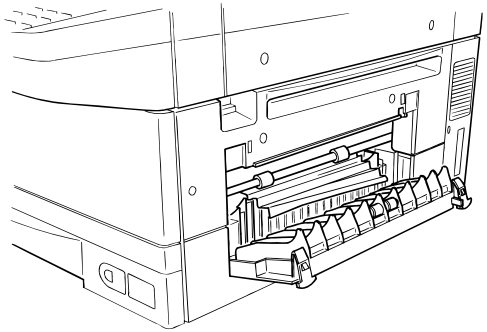
1. Remove the multipurpose tray.



2. Open the side cover.



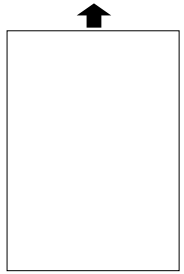
3. Carefully remove the jammed sheet(s) from the machine.



4. Close the side cover back into its normal position.

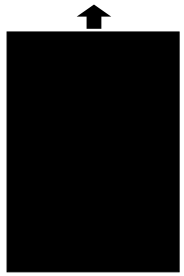
Print quality problems

If your machine's printouts (received faxes or copies) develop quality problems, check the following descriptions and, when you find the one which appears to be like yours, try the suggested solutions. If the problems do not go away, please contact your authorised Muratec dealer.



Pages are blank

- The drum cartridge or toner cartridge may not be installed correctly.
  Install each cartridge correctly.
- The toner cartridge may be out of, or very low in, toner.
  Remove the toner cartridge and shake it a few times to redistribute the toner inside.
  If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
  Remove and check the toner cartridge for damage.
  If the problem persists, replace the toner cartridge.

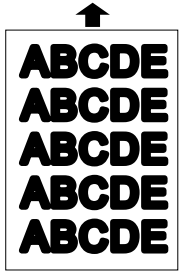


Pages are black

- The toner cartridge may be defective.
  Remove and check the toner cartridge for damage.
  If the problem persists, replace the toner cartridge.
- Your fax machine's printer may be due for a service check.
  Call your authorised Muratec dealer.

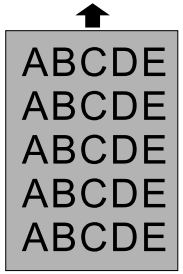
Printouts are too light

- The toner cartridge may be out of, or very low in, toner.
  Remove the toner cartridge and shake it a few times to redistribute the toner inside.
  If the problem persists, replace the toner cartridge.
- The toner cartridge may be defective.
  Remove and check the toner cartridge for damage.
  If the problem persists, replace the toner cartridge.



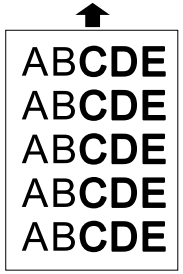
Printouts are too dark

- The toner cartridge may be defective.
  Remove and check the cartridge for damage.
  If the problem persists, replace the toner cartridge.



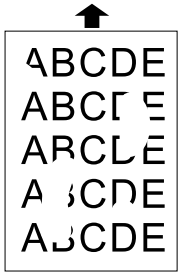
Printouts have a blurred background

- The toner cartridge may be defective.
  Remove and check the cartridge for damage.
  If the problem persists, replace the toner cartridge.



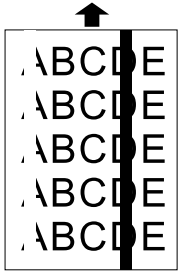
Printouts are of uneven density

- The toner may be unevenly distributed inside the toner cartridge.
  Remove the cartridge and shake it a few times to redistribute the toner inside.
- The drum cartridge may be defective.
  Remove and check the drum cartridge for damage.
  If the problem persists, replace the drum cartridge.



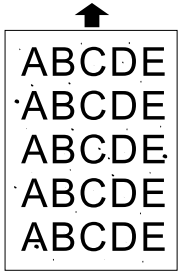
Printouts have irregularities

- The paper you're using may have absorbed moisture, perhaps due either to high humidity or water having been spilled on the paper supply at some point. Toner will not adhere well to paper at the location where the paper has been wet.
  Replace the paper with dry paper and re-try the printing.



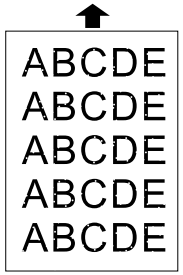
Printouts have white and/or black lines

- The toner cartridge or drum cartridge may be defective.
  Remove and check the cartridge for damage.
  If the problem persists, replace either or both of the cartridges as indicated.
- The charger may be dirty.
  Your machine normally cleans the charger automatically.
  If other solutions fail, please contact your authorised Muratec dealer.



Printouts have toner smudges

- The toner may be unevenly distributed inside the toner cartridge.
  Remove the toner cartridge and shake it a few times to redistribute the toner inside. If the problem persists, replace the cartridge.
- The toner cartridge or drum cartridge may be defective.
  Remove and check the cartridges for damage. If the problem persists, replace either or both of the cartridges as indicated.
- If you find smudges on the back of the printouts, the transport roller may be dirty.
  Your machine normally cleans the transport roller automatically. If other solutions fail, please contact your authorised Muratec dealer.



Printouts have white spots

- The charger may be dirty.
  Your machine normally cleans the charger automatically. If other solutions fail, please contact your authorised Muratec dealer.

Communications problems

Occasionally during transmissions, your fax machine will detect a problem with the phone line or will encounter some other trouble in transmission or reception. When it does, it will alert you with an alarm. You can further identify the problem with displayed messages as well as printed check messages and error reports. In the next few pages, we'll tell you more about these troubleshooting methods.

Alarm

Your fax machine will sound the alarm tone — a series of short beeps — if it suffers either of these two problems:

- It has trouble transmitting or receiving.
- It runs out of paper.

Displayed error messages (listed alphabetically)

What you see on the display	*What it means/What to do*
All Commands In Use	Your fax machine has all of its 99 possible delayed commands (an automatic redialling counts as one) stored in memory and cannot accept another. *Delete an existing command by using* **REVIEW COMMANDS**, ***or*** *wait until your fax has completed one of the delayed commands.*
Box In Use	You tried to erase a F-Code box which contains at least one document. *Erase the document(s), then try again.*
Check # Of Pages	You placed fewer pages into your fax machine than you indicated in your page-numbering setting (see page 2.33). *Carefully recount the pages in your document, then re-try the transmission, being sure to enter the correct number of pages if you use the page-numbering function.*
Call For Service	The scanner lamp is dim or inoperable. *Make repeated copies to help evaporate any internal moisture. If that doesn't resolve the problem, call your authorised Muratec dealer.*
Check Rx Paper Size Open&Close Top Cover	You tried to load the different sized-paper which you've told your fax machine. If you try to use another-sized paper without returning the pin to the proper holes (see pages 1.13–1.14), your fax will sound an alarm and display the this message when you try to print. *Put the pin in the proper holes.*
Close 1st Cassette	The first paper cassette is open or has not been closed securely. *Close it.*
Close 2nd Cassette	The optional second paper cassette is open or has not been closed securely. *Close it.*
Close 3rd Cassette	The optional third paper cassette is open or has not been closed securely. *Close it.*
Close 1st Side Cover	The first paper cassette's side cover is open or has not been closed securely. *Close it.*
Close 2nd Side Cover	The second paper cassette's side cover is open or has not been closed securely. *Close it.*
Close 3rd Side Cover	The third paper cassette's side cover is open or has not been closed securely. *Close it.*
Close Book Cover	The book cover is open or has not been closed securely. *Close it.*
Close Scanner Cover	The scanner cover is open. *Close it.*
Close Top Cover	The top cover is open. *Close it.*

What you see on the display	*What it means/What to do*
Communication Error	A communication error disrupted the reception or transmission. *If you were transmitting, press* **STOP** *to clear the error message and then re-try the transmission. If you were receiving a fax, try to contact the other person and have him/her re-try the transmission. (The problem may be entirely with his/her machine, phone line, etc.)*
Copying Not Completed	You tried to switch to the fax mode by pressing **COPY/FAX** during copying from the multipurpose tray. *Complete the copying first, then try again.*
Copy Off	You tried to use your fax machine to make a copy, but the unit's *copy protection* feature (page 1.38) is on, preventing such use. *Turn off copy protection.*
Document Full	You tried to enter a document into an F-Code box, but the machine has reached its capacity. *Delete documents stored in F-Code boxes until the machine will let you proceed.*
Document Jam	An original document jam while you are using the ADF for either faxing or copying. See page 3.2 for instructions on clearing the jam.
Document Stored	You tried to erase a batch box which contains at least one document. *Erase the document(s), then try again.*
Drum Near End	Your drum will need to be replaced soon. *Press* **STOP** *to clear the message, then contact your authorised Muratec dealer to purchase a new drum cartridge if you don't already have one.*
Enter No. (0-32)	You tried to enter a call group number greater than 32. Your machine can maintain 32 call groups, numbered *1–32* (call group *0* covers all the groups). *Determine the correct call group identifier number and enter it, instead.*

What you see on the display	*What it means/What to do*
Enter No. (1-99)	You entered a number greater than 99 while trying to print a database polling document. Your machine can store 100 files, numbered *0–99*, for database polling. *Determine the file's correct number and enter it.* – or – You tried to request greater than 99 copies from your fax, which can create 1–99 copies of a document. *Select the correct quantity and enter it.*
Enter Scan Size	When you use the flatbed scanner (FBS), you must manually enter the scan size of your document. *Press* **BOOK DOC SIZE** *to choose the size.*
Feeder In Use	The command you're trying to enter requires the use of the ADF, which is already in use. *Wait for the machine to stop using the ADF, then try again.*
Hang Up Phone	The optional handset is off-hook. *Hang it up, making sure the upper part of the handset presses down on the "hook" button.*
In Secure Box	You tried to store a document for polling in an F-Code box which is set to be a security box. *Select an F-Code box which is set to be a bulletin box, then try again.*
Insert Document	There was no document in the document feeder when you tried to send a fax or make a copy. *Place a document and try again.*
Invalid I. D. Code	The SecureMail passcode you entered isn't valid. *Try re-entering your SecureMail passcode.*
Invalid Number	You pressed a key which has no function during the current operation.
Invalid Passcode	The protection passcode you entered isn't valid. *Repeat the operation, entering the correct protection passcode.*
Line Busy	You tried to erase a document which someone is polling from your machine. *Wait for the fax to complete the polling operation, then try again.*

What you see on the display	*What it means/What to do*
Memory Overflow Enter Or Cancel	During transmission (or copying), you tried to enter more pages into memory than your fax could store. *Press* **ENTER** *to tell your fax to keep as many pages in memory as possible, or press* **CANCEL** *to delete from memory all pages stored during this operation (but not previous operations).*
Mirror Carriage Error	The mirror carriage of your machine has become inoperable. *Call your authorised Muratec dealer.*
Mirror Locked	The transport mode is not turned off. *Turn off the transport mode (see page 1.17).*
No Command	You pressed **REVIEW COMMANDS** to review upcoming commands, but your fax machine had none stored.
No Dept. Code	You tried to turn on the department code setting but there are no department codes stored in your fax machine. *Store at least one department code, then try again.*
No Document Stored	You tried to print a document from memory, but your fax machine had none stored.
No Drum	The drum cartridge is missing or has not been properly installed in your fax machine. *Please properly install the drum cartridge.*
No Number Stored	You selected an autodialler, batch box or F-Code box number for which there is no phone number programmed. *Either choose another number or dial a phone number directly from the numeric keypad.*
No Passcode	You tried to protect an operation or department code but there's no protection passcode stored in your fax machine. *Store a protection passcode in your machine, then retry protecting the operation or department code.*

What you see on the display	*What it means/What to do*
No PIN Number	You selected "Mode1" in the PIN mask feature and tried to call an autodialler number in which no PIN has been entered. *Enter a PIN, then try again*
No Report	You requested an activity journal or confirmation report, but your fax machine has no record of any fax jobs having occurred.
No Toner Cartridge	The toner cartridge is missing or has not been properly installed in your fax machine. *Please properly install the toner cartridge.*
Open 1st Side Cover Please Remove Paper	Your fax machine has detected a paper jam inside inside the first cassette's side cover. *Open the cassette's side cover and remove the jammed paper carefully.*
Open 2nd Side Cover Please Remove Paper	Your fax machine has detected a paper jam inside the second cassette's side cover. *Open the cassette's side cover and remove the jammed paper carefully.*
Open 3rd Side Cover Please Remove Paper	Your fax machine has detects paper jam inside the third cassette's side cover. *Open the cassette's side-cover and remove the jammed paper carefully.*
Open Top Cover Please Remove Paper	Your fax machine has detected a paper jam in its interior. *See page 3.3 for instructions on clearing the jam.*
Open & Close ScanCover Reset Document	Either your document wasn't inserted correctly, or the fax to which you're sending can't handle the document's page length. *Reset the page and try again.*
Please Call Service	The printer unit of your fax machine has become inoperable. *Call your authorised Muratec dealer.*
Please Replace Drum	Your drum cartridge has reached the limit of its design life. *Please replace the drum cartridge.*

What you see on the display	*What it means/What to do*
Please Replace Toner	Your toner cartridge is empty. *Replace the toner cartridge.*
Please Supply Paper	The paper cassette or multiple paper feeder tray is out of paper. *Add paper to the cassette and/or the tray.*
Please Wait	Your fax machine's printer is either warming up or busy. *Please wait until the fax is finished printing and then re-try your command or operation.*
Polling In Use	You tried to store the polling document in your fax machine, where one already had been stored. *Wait for the fax to complete the regular polling operation, then try again.*
Printer In Use	The command you're trying to enter requires the use of the printer, which is already in use. *Wait for the fax to finish printing, then try again.*
Protect Doc. Stored	A received document was in your fax's memory when you tried to turn off the security reception passcode. *Print the received document from your fax's memory, then retry the desired operation.*
Remove Tray Paper **Open & Close Top Cover**	Your fax machine has detected a paper jam in the multiple paper feeder tray. *See page 3.4 for instructions on clearing the jam.*
Scanner In Use	The command you're trying to enter requires the use of the scanner, which is already in use. *Wait for the fax to complete the scan, then re-try the desired command.*
Stop Scanning **ContStor Enter/Cancl**	You opened the top cover while the machine was scanning the document (for either faxing or copying) using the FBS. *To continue the scan, press* **ENTER**. *To abort the scan, press* **CANCEL**.
Sub-address In Use	You tried to enter a sub-address identical to one already being used in another F-Code box. *Enter a different sub-address.*
Toner Low	Your fax machine is almost out of toner. *Contact your authorised Muratec dealer to purchase a new toner cartridge if you don't already have one.*
Too Many Characters	You attempted to enter too many numbers or other characters in the current operation. *Press* **CANCEL** *to delete the extra characters, then try again. You may wish to review the operation's appropriate instructions.*
Too Many Locations	You tried to enter too many numbers for a broadcast. You can enter up to 10 one-touch or speed-dial numbers and numbers entered through the numeric keypad. *Press* **CANCEL** *to delete the extra numbers and then try again.*

Errors

When sending faxes, your machine occasionally will run into communication errors. These can be caused by anything from lightning to telephone line interference. (These same factors causes the static, or line noise, you sometimes hear on phone calls.) They also can be caused by problems with the fax machine at the other end of the line.

Often, simply trying your call again is all that's necessary. However, if the problem persists regularly, call your local telephone company for help. If that call doesn't help and the problem persists regularly, call your authorised Muratec dealer.

Error reports

When an error occurs, your fax machine prints an error report. Each fax error report lists an error message which includes:

- A possible solution to the problem
- The sending location (if the remote fax stores a Location ID of its own)
- The result — which is a special error code
- A sample of the document's first page.

Kinds of error codes

The error code listed in the "Result" column of the error report indicates the specific problem encountered:

- "D" codes — Occur while dialling
- "R" codes — Occur during reception
- "T" codes — Occur during transmission

Specific errors

Let's quickly summarise the error codes you may see on an error report:

Dialling errors

D.0.1, D.0.3, The remote unit didn't respond, the call could not be

D.0.8 completed or, **STOP** was pressed while the unit was dialling. Try the call again. If the message is repeated, call the operator of the remote unit to verify the unit's operation.

D.0.2 The remote fax machine is busy. Call again.

D.0.6, D.0.7 Either the remote fax unit didn't respond, the call somehow didn't go through or someone pressed **STOP** while the calling fax machine was dialling. Call again.

Reception errors

R.1.1 The calling fax machine didn't respond to your fax machine. This can happen if someone dials a wrong number or if the remote machine restricts access through use of a passcode.

R.1.2 The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 (see Glossary, pages 3.18–3.21) fax communication, the industry standard since the early 1980s.

R.1.4 Someone pressed **STOP** at the receiving fax machine.

R.1.5 The fax machine didn't detect the silence period required for closing the communications "channel" when receiving an RCR.

R.2.1 A compatibility error occurred (junk fax detection).

R.2.3 Poor phone line conditions made fax communication impossible. Call someone at the remote fax machine.

R.3.1 The sending fax machine detected too many errors from the receiving fax machine.

R.3.3 The sending fax machine is incompatible or had a document feeder program during transmission.

R.3.4 Poor phone line conditions may have prevented your fax from properly printing some or all of the pages it received.

R.3.5 Poor line conditions prevented reception.

R.4.2 Either the line disconnected before transmission or the transmitting fax machine needs maintenance.

R.4.4 The fax machine has reached its memory capacity.

R.5.1, R.5.2 ECM reception failed (perhaps due to line noise).

Transmission errors

T.1.1 The remote fax machine didn't respond to your machine. Call someone at the remote machine.

T.1.4 Someone pressed **STOP** at the remote unit in the middle of the "handshake" (the very first part of the fax communication, when the two units "agree" on the settings they'll share).

T.2.1 Either the phone line disconnected during transmission or fax communication became impossible due to bad phone line conditions. Re-try the call.

T.2.2 The two fax machines were incompatible. Your fax machine sends and receives only ITU-T Group 3 (see "Glossary", pages 3.18–3.21) fax communication, the industry standard since the early 1980s.

T.2.3 Bad phone line conditions made fax communication impossible. Conditions can change rapidly, so re-try the call later.

T.3.2 The fax machine didn't detect the silence period required when closing the communications "channel."

T.4.2 After transmission began, poor line conditions developed. Re-try the call.

T.4.4 Poor line conditions prevented transmission. Re-try the call.

T.5.1, T.5.2, ECM transmission failed (perhaps due to line noise). Conditions

T.5.3 can change rapidly, so re-try the call later.

"Check Message" printouts

When a fax call goes awry and your machine detects an error, it produces an error printout headed by the words "Check Message". This printout lists the following information about the transmission:

- The resulting error code
- A communications error message (see previous page)
- The phone number (or, perhaps, TTI) of the fax machine with which your machine had attempted to communicate

What error messages can mean

The error messages on Check Message printouts can mean a variety of things. Here's a brief summary:

Error Message	Possible Meanings
Check condition of remote fax	• Remote machine malfunctioned • No "handshake" signals from remote fax • Wrong phone number reached
Repeat transmission	• Poor phone line conditions • No "handshake" signals from remote fax • Document misfeed or miscount • Unable to reach remote machine after attempting specified number of redial tries
Line is busy	• Remote machine's line was busy • Remote machine's line didn't answer
Check received documents	• Receive confirmation signal not received from remote fax • Poor line conditions caused a poor image
Memory full	• Remote fax's memory capacity exceeded
Dialling number is not set	• Stored phone number failed to dial properly
Stopped	• Someone pressed **STOP** at the remote fax in the middle of the "handshake"

Caring for your fax machine

With proper installation and a little maintenance, your fax machine should give you dependable service for years to come. Although it requires little day-to-day care, you can take these simple precautions to keep it in top form:

- **Always** make sure your fax machine is installed according to our specifications, including using an electrical surge suppresser. (If necessary, review "Pick an installation spot before going ahead", page 1.9.)
- **Always** use good, copier-quality, 20-pound paper.
- **Always** clean your fax machine as needed (see "Cleaning tips", below).
- **Never** install your fax machine where it can overheat, gather dust or get splashed by any liquid (even water).

Cleaning tips

Here are some things to keep in mind about cleaning your fax machine:

- **Do** clean it! Dust and dirt, especially around the fax machine's air vents can shorten your machine's life.
- **Always** unplug the fax machine before you clean it.
- ***Never spray any cleaner DIRECTLY onto your fax machine.*** The drifting spray could damage components inside.
- ***Never try to clean SEALED areas inside your fax machine.*** They're sealed for a purpose: to protect your safety and the machine!
- This tip applies *only* to cleaning external surfaces, such as the cover and handset — use a mild cleaning solution sprayed onto a lint-free towel or cloth.
- **Always** use a lint-free cloth (or lint-free swabs) moistened with alcohol to wipe — *gently* — components inside your machine. (See also the next step.)
- In areas you can't reach with swabs, always use dry, dust-free compressed air to gently blow away dust and other material.

Corrective cleaning

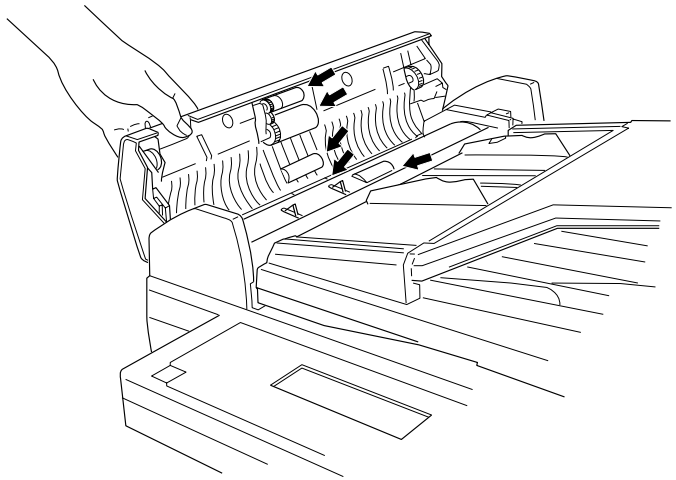
Here are some simple cleaning procedures for keeping your fax machine operating smoothly. Use each as the need arises.

Curing frequent jams in the ADF

If you're having trouble with getting your original documents to feed properly, try this procedure:

1. Turn off your fax machine.
2. Get two soft, lint-free cloths and moisten them as follows:
   - One with a cleaner suitable for use on platen/rubber rollers. In steps 4 and 6, we'll call this the *rollers cleaner.*
   - The other with isopropyl alcohol
3. Open the scanner cover by holding the scanner cover release.

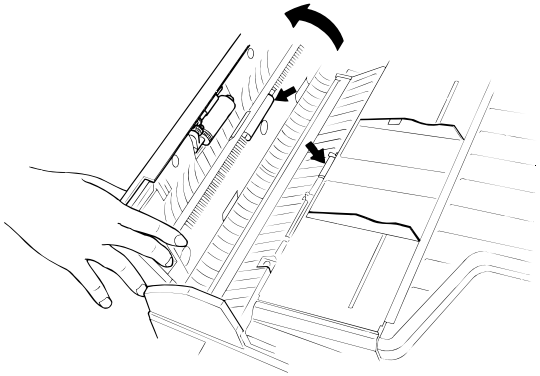
   Important: You must hold the cover open. It won't stay open by itself.
4. Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.



5. Open the inner cover.

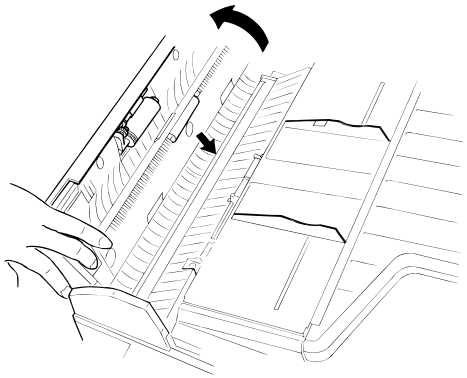
   Important: You must hold the cover open. It won't stay open by itself.

6. Use the cloth with the rollers cleaner to clean the face of the rollers. Rotate the rollers by hand to allow cleaning of the entire roller surface.



7. Use the cloth with isopropyl alcohol to clean the contact glass.

   Important: You must hold the cover open. It won't stay open by itself.



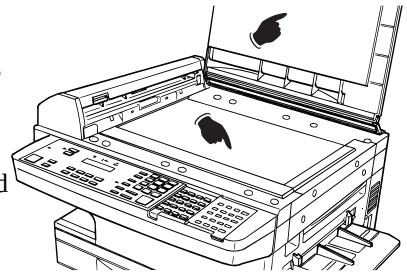
8. Gently close the scanner cover, making sure both sides are snapped down securely.

Cleaning the FBS

1. Open the book cover.
2. Get a soft, lint-free cloth and moisten it with isopropyl alcohol.

   Important: Make sure the cloth doesn't have any rough areas. Otherwise, it could scratch the glass surface of the FBS.

3. Using the cloth, gently clean the glass surface of the FBS *and* the white background area on the underside of the book cover.



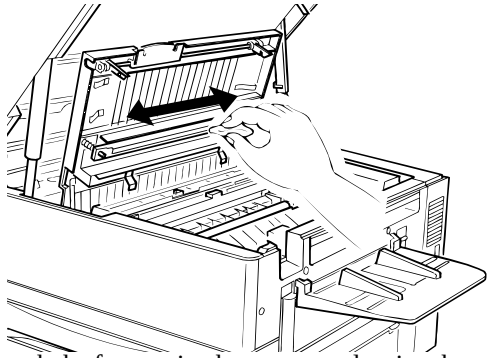
If you have unsatisfactory printout quality

Your machine automatically cleans its charger and transport roller, two items which are very important to printout quality. So, if you notice poor printout quality (whether on received faxes or on copies), it may mean that your machine requires service. Review "Print quality problems" (pages 3.5–3.6), and see whether any of the proposed solutions helps your machine. If none do, please call your authorised Muratec dealer.

Cleaning the LED print head

If you find your fax recipients complaining that the faxes you receive or copy image quality are streaked, the LED print head may be dirty.

1. Turn off your fax machine.
2. Get a soft, lint-free cloth and moisten it with isopropyl alcohol.
3. Open the top cover and then open the printer cover.



⚠ CAUTION:
The fuser unit becomes very hot. **Do not** touch the fuser unit when you are cleaning the LED print head.

4. Using the cloth, gently clean the LED print head.

   Note: Do not use abrasive materials on the LED print head.

Storing the toner and drum cartridge(s)

Follow these guidelines when you store the machine's toner and drum cartridges.

- Do not unpack a cartridge until you are ready to install it.
- Store cartridges at a constant temperature within a range of 23º to 95º F. (-5º to 35º C.), as well as a humidity range of 10% to 80%.

Common questions

If you have a question about using your fax machine, read the section that applies to your particular question.

General questions

Q: Where do I add ink or toner to make my fax machine's printouts darker?
A: You can not adjust the darkness of an incoming fax printout, but you can adjust the darkness of a copy (or copies) of a transmission. Insert a document and press **CONTRAST** repeatedly to adjust the contrast setting. "Dark" prints at the darkest setting. The machine will reset automatically to normal contrast after the copying or sending.

Note: You cannot adjust the darkness of an incoming fax printout.

Q: When I unplug my machine or if the power goes off, will I lose the information I've stored — such as my TTI, Autodialler entries, the time and date, etc. — and have to re-enter them?
A: No. There's a special battery built into your fax machine which protects user settings for several days if power fails or if you decide to move your machine. However, while the battery will last for years, we do advise you to restore power to the machine as soon as possible.

Q: Can I use a dust cover on my fax machine?
A: No! A dust cover blocks air circulation, which could cause your machine to overheat. (See page 1.9 for other guidelines.)

Sending faxes

Q: Sometimes, I try to send a fax while using either the handset (optional) or the **MONITOR/CALL** feature. But, when the other side answered, I hear a horrible screeching sound, so I hang up. What happening?
A: That was the other fax machine trying to say "Hello" to your machine! You'll hear sounds like that any time you call a fax machine which is set to answer automatically (as when you set your machine to Fax Ready mode). It's by using these tones that fax machines send faxes over ordinary phone lines. So, next time you hear such tones, press **START** (and, if you're using the handset, hang up) to send a fax.

Q: I just sent a fax. However, the number that appeared in my machine's display during the transmission wasn't the number I dialled. Why?
A: That number you saw is programmed into the remote fax machine by the user. Some users (perhaps for privacy's sake?) prefer different numbers to appear than the ones they're really using; and, frankly, some people take over others' already-programmed fax machines and don't know how to change the originally set number!

Q: Can I transmit and receive at the same time?
A: No. Use the call request feature (see pages 2.33) to ask the person at the remote fax machine if he or she wants to transmit or receive after your fax communication is complete.

Q: How do I send a fax to an overseas telephone number?
A: Dialling requirements for international calls may vary depending on your local telephone company's requirements. For most international calls, call *010*, then the appropriate country code, city code and phone number. (You may find country and city codes in the front section of the telephone directory.)

Q: Can I transmit if my fax machine runs out of paper?
A: Yes; however, confirmation reports (see pages 2.29–2.30) aren't available when you transmit without recording paper in your fax machine.

Q: Can I transmit a document that's extra long?
A: Yes, if the receiving fax machine is equipped to handle long documents. Many machines have a special setting which allows them to receive documents that exceed the normal length.

Q: Can I transmit a page from a newspaper?
A: No. A newspaper page can jam in your document feeder. First, use a copying machine or your MFX-1500 to make an appropriately sized copy of the material in the newspaper page, then transmit the copy.

Q: Can I transmit a page with correction fluid on it?
A: Yes, if the fluid is completely dry before you begin transmission.

Q: How can I be sure my fax was received?
A: Set your machine to print a confirmation report after each transmission (see pages 2.29–2.30).

Q: I don't want to install a dedicated phone line for my fax machine. So I've connected the machine to a PBX phone system. When I get a fax call, all the phones ring! How do I prevent this?

A: Call your PBX manufacturer or telephone company for assistance. Either may be able to convert one of the PBX lines for use only by your fax machine.

Q: Sometimes when I dial a fax call by using either the handset or **MONITOR/CALL**, I don't hear fax receiving tones from the other machine. Am I doing something wrong?

A: When this happens, try pressing **START** (and then hanging up the handset if you're using it), as usual. It's possible you're calling an older, non-standard fax machine that doesn't emit answering tones. Even a few Group 3 faxes (see "Glossary", pages 3.18–3.21) on the market sound a sending tone but don't sound a receiving tone. After you transmit, call the person at the other fax machine to see if he/she got your document.

Q: I inserted a document in the feeder and dialled a fax number, but my machine didn't transmit the document; instead, "Auto Redial" now appears on my display. What does this mean ?

A: The remote fax machine was busy, so your machine "reserved" in its memory a command to try the call again. As long as it hasn't stored more than 99 delayed commands, counting automatic redials, your machine should still accept commands from you. If it has exceeded this quantity and will accept no more commands, try cancelling one of the delayed commands (see pages 2.21–2.22). If the machine still won't cooperate, keep cancelling commands until it does.

Q: The specifications (page AI.1) list an average per-page transmission time, but when I transmit a page it can take much longer. Why?

A: We base this specification on transmission of an industry-standard test document called ITU-T Test Document 1 (or the "Slerexe letter"). Fax manufacturers use this method to test transmission speeds. However:

- The pages you send may be darker, or otherwise contain more information, than ITU-T Test Document 1.
- The transmission time measured for test documents doesn't include handshake time — the time during which two faxes "introduce" themselves to each other and "agree on" the parameters of the call.
- The specification time is based on the use of normal resolution mode. You may be using fine, superfine or greyscale transmission, each of which takes longer than normal mode.

Reports

Q: I called the number 010-555-555-1212, but not all of the digits appear on my transmit confirmation report (TCR). Why didn't the whole number appear? How can I be sure my document went to the right location?

A: The numbers you enter using the fax keypad are temporarily stored in a memory "buffer"; and it's only the last part of the phone number that the buffer "remembers". An easy way to avoid getting incomplete telephone numbers on your printouts is to store your most frequently used numbers as one-touch keys or speed-dial numbers. These Autodialler numbers will appear in their entirety on your TCR.

Receiving faxes

Q: My fax never answers. What's wrong?

A: Check to make sure your fax machine is properly connected to a working AC power outlet and phone jack (see page 1.17). If you're using a second phone with your machine, make sure it's connected properly (see page 1.13) and your machine is set to work with it.

Q: Sometimes when I answer my machine with the optional handset, I hear a beeping sound that repeats every few seconds. Is this a fax?

A: Yes. When you hear such fax tones, someone is trying to send you a fax. Next time, press **START** and hang up the handset. Your fax will now receive the message.

Q: Does my fax machine have to be plugged in (*i. e.*, into the AC power) just to receive a message?

A: Yes. Your phone will ring if the phone line is connected, but you can't receive a fax unless your fax machine is plugged into both the phone jack and the AC power jack. Make sure your fax machine is always plugged in so you never miss an important fax message.

Q: Can I receive a fax if I'm using the phone on my machine?

A: You can receive a fax from the person to whom you're talking. When that person has a document ready in his/her machine's feeder, press **START**.

Polling

Q: What's the purpose of polling?

A: Polling lets you automatically "pull" a document from another fax machine's document feeder. You can poll whenever you need to retrieve information and don't want the source to pay for the phone call. With polling, you pay for the call and get the information you need.

How your fax machine works

The concept of how a fax machine works is simple. Here's a simple analogy. Let's say you want to mail a gift to a friend:

- You *take* the item, *wrap* it and *send* it.
- Days later, your friend *receives* the package, *unwraps* it and *uses* it.

Now, let's apply that to fax communication.

You put a page into your fax machine's feeder and call a fax number. Your machine makes a satisfactory connection with the other machine, and then . . .

- An image scanner in your fax machine examines the information on the page. That's how your machine *takes* the document.
- Your fax machine translates the scanned information into a numeric code and compresses the code for the fastest possible transmission speed. That's how your machine *wraps* the document.
- Finally, your fax machine sends the compressed code. That's how your machine *sends* the document.

On the other end of the line . . .

- The remote fax machine *receives* the code.
- The remote fax machine uncompresses and deciphers the code, turning it into a representation of the scan your machine made.
  That's how your machine *unwraps* the document.
- The remote fax machine prints the representation.
  Now, the recipient can use the document.

. . . and that's how fax works!

The only difference between a regular telephone call and a fax call is the *content* of the transmission:

- On a regular call, your telephone send your voice.
- On a fax call, your fax machine sends a coded image.

The way fax machines work is regulated closely by international standards applied by the International Telecommunications Union (ITU), an agency of the United Nations. These standards ensure the compatibility of your fax machine with millions of other fax machines world-wide. However, they also limit the way you can use your machine with a second phone.

Nonetheless, this is a small price to pay — for the ability to send documents just about anywhere on earth!

Glossary

This glossary contains terms and words you may encounter when discussing or reading about fax machines and fax communication. Please use these definitions for reference only. Of course, all information is subject to change without notice.

A4, B4, A3
Standard stationery sizes defined by the International Standards Organisation, an agency of the United Nations. See also *Paper sizes*.

Autodialling
Enables users to store pre-programmed telephone numbers in the unit's memory. Storage capability varies from unit to unit.

Automatic fallback
The ability of a fax machine, when communicating with another fax which is communicating at a slower rate, to slow down ("fall back") to the other unit's speed.

Automatic reduction
Many Muratec fax machines will automatically reduce documents being transmitted to accommodate the effective printing width of the receiving unit. This allows, for example, a fax machine with a 10″ scanning width to send an image 10″ wide to a unit with an 8.5″ print width; the receiving fax machine will receive a reduced-size printout of the complete image.

Bit
The smallest unit of information in a computer. Contraction of the term *binary digit.* Some Muratec fax machines, which are themselves computers "dedicated" to telecommunications, allow users to change bits of information to provide or cancel features through software settings.

Bits per second — See *bps.*

Black density
Also called *black coverage*. The amount of non-white area on a page. For example, most regular office correspondence has a black density under 10%, due to the presence of margins, spaces between words, spaces between lines and paragraphs and even spaces within letters (such as *e* and *o*). However, drawings and photographs have a much higher black density, sometimes approaching 100%. The higher a page's black density, the more slowly a fax machine can send it.

bps
Bits per second. Used to express the speed of transmission of data. Because fax transmission treats a document as a graphic image rather than as a series of alphabetic and numeric characters, bps does not correspond to the number of characters transmitted per second.

Byte
A group of digital elements, usually sent as eight bits to the byte.

Call reserve
Also called *call request*. An ITU-T standard fax feature which allows a user to request voice communication prior to, during or after transmission.

Call waiting service
An optional telephone company service that identifies when another party is calling while one is already on the phone. Call-waiting signals often cause interruption of fax transmission or reception.

CCITT — See *ITU-T*.

CCD, CIS
Charged coupled device, contact image sensor. Two type of scanning mechanisms used in some Muratec fax machines. The CCD "reads" fluorescent light bouncing off a document. The CIS uses a flat bar of light-emitting diodes (LEDs).

Compatibility
The term "compatible" describes the ability of separate things to function together. Your Muratec fax machine features ITU-T Group 3 compatibility, the modern standard for world-wide fax communication.

Confidential transmission — See *SecureMail*.

Confirmation report — See *RCR* and *TCR*.

Copy mode
Lets one use a fax machine as a convenience copier.

Cover page (automatic)
A small, user-created message; can be the first page of every transmission.

Database polling — See *Polling.*

Data compression
Used in digital fax machines to speed transmission. See also *Digital fax*, *MH*, and *MSE*, *SMSE*.

Delayed command
Transmission or polling operation set by the user to occur later, automatically, at a predetermined time. Great for reducing costs by making fax calls during times, such as late at night or on weekends, when telephone costs are lowest.

Digital
Using the binary system — i.e., either *0* or *1* — to describe everything, so that *0* means *off* and *1* means *on*; digital fax machines convert the graphic image of your document into a series of zeros and ones by using the binary system of transmission to encode black and white occurrences. This increases transmission speed by passing over white spaces. See also *White-line skip*.

Digital fax
Unlike analogue systems that scan every portion of a document, digital fax machines survey a document's overall picture content. Digital fax machines scan a line and convert the information into a binary code of zeros and ones. The fax machine takes this information and compresses it, providing high transmission speeds. Many Muratec units offer proprietary method for faster transmission between Muratec-manufactured units (see also *MSE*, *SMSE*).

Effective printing width
The widest image that can be printed on a fax.

Effective scan width
The maximum width the scanner in a fax can scan during transmission.

Facsimile (or **fax)**
A form of communication involving the scanning and decoding of a document into electrical signals and transmitting of the document, over telephone lines to another device which then reconstructs the signals to produce an exact duplicate of the document. Also, a machine that performs such communication.

Fallback
Group 3 fax machines operate at the highest transmission speed possible on a given telephone line. Muratec systems offer automatic fallback; if line quality drops during transmission, the fax machine will reduce speed to the fastest possible level.

Fine resolution
203H x 196V lpi. Also shown as *G3F* ("Group 3 fine") on some fax units.

Greyscale
Not a level of resolution, but a method of scanning and transmitting halftone images. Fax machines with greyscale abilities interpret photographs in levels of grey between white and black. The transmitting fax machine must have greyscale ability to send a photographic image accurately, but the receiving machine does not need it to print the image.

Group 3
Refers to fax machines that use digital encoding. These units transmit one page in less than one minute and produce resolution of 203 × 98, 203 × 196, or 203 × 392 lpi.

Halftone — See *Greyscale*.

Handshaking
A data interchange between telecommunications and/or computer equipment that "introduces" two systems to each other. For example, faxes use a handshaking protocol to identify the ITU-T group of each unit and to begin fax communication.

Hub — See *Relay broadcasting*.

Hz(or **Hertz**)
A measure of frequency equal to one cycle per second. Used in the specifications for a fax machine, it identifies the AC power the unit requires.

ITU-T
International Telecommunications Union — Telecommunications Sector. (Formerly known as *CCITT*, for *Consultative Committee for International Telegraph and Telephone*.) A telecommunications forum for member countries of the United Nations; its Study Group XIV established the primary groups for fax equipment, covering communication protocol and transmission. Muratec Group 3 fax machines offer the fastest transmissions allowed by the ITU-T when communicating with other Group 3 units.

ITU-T Test Document 1
Also called the *Slerexe* ("*slehr-rehks*") *letter*; sometimes erroneously called *ITU-T Test Chart 1*. An ITU-T standard document with a known black density which fax makers often use in testing, and subsequently publicising, the transmission speeds of their fax machines.

ITU-T V.29 and V.27ter.
A standard set of communication procedures allowing fax machines to talk to all other units adhering to those standards.

Laser printing
A plain-paper printing system. Toner is attached to a charged drum and an image is transferred onto plain paper through electrical currents, then fused with heat and pressure to produce a dry, permanent printout.

LCD
Liquid crystal display. Used on some Muratec units for status displays.

Leased line — See *Private line*.

Location ID — See *Station ID*.

lpi
Lines per inch. The way fax image resolution is measured. (For example, see *Normal resolution*.)

MH
Modified Huffman, the standard ITU-T Group 3 data compression method. A one-dimensional coding scheme that compresses data in horizontal direction only. A feature of all Muratec fax machines, MH assures transmissions faster than one page per minute when communicating with other Group 3 units, regardless of manufacturer. See also *MSE, SMSE*.

Modem
A device that converts digital data, like information from a fax machine, into an analogue signal for transmission over ordinary (analogue) telephone lines. Contraction of *modulator-demodulator.* A modem is included in a fax machine and allows it to be connected directly to a PSTN telephone line.

Monitor
A speaker in most Muratec fax machines which can allow one to hear the dialling process. This is not a speakerphone, because it has no microphone for speaking to the person being called; for regular two-way voice communication, one must use the handset. See also *On-hook dialling*.

MSE, SMSE
Muratec's proprietary data compression methods, allowing a Muratec-manufactured fax machine to transmit more quickly when communicating with another Muratec-manufactured unit. MSE and SMSE are features on many Muratec fax machines. See also *MH*.

Normal resolution
Shown as "norm"; 203H x 98V lpi. Default resolution mode for all Muratec faxes.

One-touch dialling
Allows the fax user to store frequently used fax numbers for dialling with the touch of one key. See also *Autodialling* and *Speed-dialling*.

On-hook dialling
Dialling numbers by using the keypad on the fax unit without lifting the handset. On most Muratec fax models, one can do this either silently or by using the monitor. See also *Monitor*.

Original document size
The largest (or smallest) document that can be fed safely through a fax machine.

Paper sizes
All are width x length (in mm):

Letter = 216 × 279	*Legal* = 216 × 356	*Tabloid* = 279 × 432
A5 = 148 × 210	*A4* = 210 × 297	*A3* = 297 × 420
B5 = 182 × 257	*B4* = 257 × 364	

Passcode
A four-digit code-number. On your fax machine, the protection passcode lets the user limit access to fax operations in general, as well as certain settings and even documents readied for polling (in the latter case, only calling machines whose users enter the proper passcode will be able to poll the document.)

PBX (or **PABX**)
Private branch exchange; privately-owned telephone equipment serving a particular building, business or area. Many PBX systems use digital transmission lines which, unlike more common PSTN lines, are not compatible with fax machine use. The user should not connect a fax unit to a PBX without first checking with the system manufacturer or service representative.

Polling
Automatic transmission to a calling remote fax, or reception of a document from a remote fax set for this operation. Polling is convenient whenever a central unit must receive information from one or several remote faxes. The caller bears all telephone charges and prevents several remote units from calling at the same time. In database polling, a remote fax polls a document directly from the memory of a Muratec fax. (Regular polling requires the document to be physically in the polled fax's feeder.) See also *Secure polling*.

Private line (or Leased line)
A service offered by many telephone systems; provides an exclusive phone circuit between two geographic points. A Muratec fax does not require a private line. See also *PSTN*.

Proprietary
Non-standard. In fax, refers to a fax feature which works only in communications between same-branded fax machines.

PSTN
Public switched telephone network; the most common type of telephone lines and service in use, in contrast to private or leased lines. A Muratec fax provides fast, reliable data transmission over a PSTN line, and does not need a special or dedicated telephone line. See also *Private line*.

RCR
Receive confirmation report. An RCR is your assurance that the document you transmitted was received. The RCR prints after your transmission, identifying the receiving unit and recording the date, time, transmission mode, number of pages sent and the result. The RCR is an exclusive feature of Muratec fax machines and is available only when transmitting to other, compatible Muratec fax machines. See also *TCR.*

Receiver ID — See *Station ID.*

Redialling
The dialling again, either manually or automatically, of the most recently dialled fax or phone number. Automatic redialling follows an unsuccessful dialling attempt.

Relay broadcasting
Lets some Muratec fax machines store a document in internal memory, transmit the document to the memory of a remote "hub" fax and then instruct that unit to relay (i.e., re-transmit) the document to each fax in a call group in the "hub" unit. This feature speeds extremely high-volume fax communication and allows a single command to initiate document transmission to hundreds of pre-programmed fax locations; also saves phone charges for the originating fax machine. Your machine can either serve as a "hub" unit or initiate a relay broadcast.

Remote fax machine
The machine on the other "end" of a fax communication.

Resolution
The resolution of documents transmitted or copied by fax machine is measured by the number of horizontal (H) and vertical (V) lines per inch (lpi) the unit can print. A Muratec unit may offer one or more of these resolution levels:
Normal 203 H x 98 V lpi
Fine 203 H x 196 V lpi
Superfine 203 H x 392 V lpi
Some Muratec units also offer greyscale transmission (see also *Greyscale*) for accurate reproduction of photographs and other shaded originals.

Scanning width — See *Effective scanning width.*

SecureMail
Allows a Muratec fax user to send a document (usually something confidential) to, or receive one into, an "electronic mail box." The transmission is protected at the receiving Muratec fax by an access code; the receiving fax prints the document only when an authorised user enters the code.

Secure polling
Polling in which pre-set passcodes are checked between two machines before polling is allowed to take place.

Speed-dialling
Allow the fax user to store frequently used fax numbers for dialling with the touch of three keys — an identifier key (either ***** or **#**) and then a two-digit code — for each number. See also *Autodialling* and *One-touch dialling*.

Station ID
(Also called *Location ID* or *Receive ID*.) An Autodialler feature which lets the fax user enter a descriptive name to correspond with the number in an Autodialler entry. For example, rather than entering only *01483-301900*, one can enter that number and a name, such as *Guildford Office*.(Many Muratec models with this feature allow entry of both upper-case and lower-case letters, for greater ease of reading.)

Subscriber ID
A fax machine's telephone number, as identified by a user setting . See *TTI.*

Superfine resolution
203H x 392V lpi. Your Muratec fax machine's superfine transmission mode is Group-3-compatible, not the more limited proprietary version.

TCR
Transmit confirmation report; this provides proof that your Muratec fax did send the document you set for transmission. Printed after transmission, the TCR also identifies the telephone number to which the fax sent the document, plus the actual time of transmission and how many pages the unit transmitted. See also *RCR*.

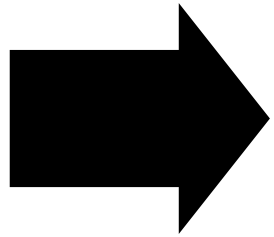
Thermal (paper) printing
A thermal head heats chemically treated, thermally sensitive paper in patterns conforming to the image the machine has scanned, creating a printed image. Thermal paper's tendency to discolour and fade, in addition to its curliness and the usual difficulty in writing on it, have made this method considerably less popular than plain-paper fax printing — particularly as plain-paper fax machines have dropped sharply in price.

TTI
Transmit terminal identifier. A user-programmable line of information sent automatically with every page a fax machine sends; it appears at the top of each page printed by the receiving unit.

Transmission speed
How fast a fax machine is sending a fax document. This speed depends upon the modem speed of each unit, the resolution setting, the content of the document, the encoding technique and the condition of the phone line (clean, noisy, etc.). Any change in any of these five conditions will affect the speed, perhaps significantly.

White-line skip
A technique used to speed up fax transmission by bypassing redundant areas, such as white space.

Appendix and index



Specifications

Type: Multifunctional, platen-top facsimile transmitter/receiver and copier.

Phone line: Normal Public Switched Telephone Network (PSTN) or equivalent.

Modem speed: 14,400 bps with fallback to 12,000, 9,600, 7,200, 4,800 and 2,400 bps per ITU-T, V.33, V.17, V.29 and V.27 ter.

Compatibility: ITU-T Group 3.

Data compression methods: MH, MR and MMR, plus Muratec-proprietary SMSE.

Transmission speed: 6 seconds per page*

Copier type: Digital; scan-once/print-many.

Copier first-copy-out time (FCOT): 9.6 seconds.

Automatic document feeder capacity: A4-sized: 50 pages; B4-sized: 25 pages; A3-sized: 15 pages.

Multipurpose tray capacity: 1 sheet.

Resolution (horizontal × vertical): Normal, 8 dots/mm × 3.85 line/mm; fine, 8 dots/mm × 7.7 line/mm; superfine, 8 dots/mm × 15.4 line/mm, other (Muratec-proprietary), 16 dots/mm × 15.4 line/mm.

Greyscale: 128-level for copying, 64-level for faxing.

Printing width: 212 mm.

Scanning width:

ADF — 294 mm, 252 mm or 208 mm, selectable.
FBS — 252 mm (copying only) or 208 mm (copying or faxing), selectable.

Scanning method: Flatbed CCD.

Memory capacity: Standard, 2 MB (approximately 158 pages). Total possible with optional upgrades, 10 MB (approximately 798 pages).

Memory backup: 100 hours (in the standard memory configuration).

Printing method: Dry electrophotographic (LED) process.

Consumables yield: Drum cartridge, 10,000 pages;
Toner cartridge, 10,000 pages.**

Recording paper capacity: Standard paper cassette, 400 sheets; each of two optional paper cassettes, 200 sheets; multiple paper feeder tray, one sheet. Total possible on-line capacity: 801 sheets. (80 GSM paper.)

Acceptable document size (in mm, width x height)**:**

ADF, single sheet — 306 × 900 maximum, 120 × 100 minimum.

ADF, two or more sheets — 297 × 420 maximum, 148 × 105 minimum.

FBS — 257 × 364 maximum.

Weight: 32 Kg

Dimensions (in mm, width × depth × height)**:** 532 × 615 × 387.

Power: 230VAC ± 10%, 50–60 Hz. 3.8 A

* Based on transmission of ITU-T Test Document 1 to a Muratec fax. Your transmission times will vary, but your Muratec fax machine always will provide the fastest transmission speeds possible under ITU-T guidelines and phone line conditions.

** Based on A4-sized sheets, 4% document coverage and continuous printing.

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USER INSTRUCTIONS FOR UK OPERATION
OF THE
MURATEC MFX 1500

1.1 The Muratec MFX 1500 facsimile has been approved for use on direct exchange lines. The label indicating that approval has been obtained is on the rear panel, together with information which tells you:-
The equipment is manufactured in Japan.
The model number.
The Ringer Equivalence Number (REN) which is 1.5 (see how many telephones you can use on one line).
Your exchange line must be a standard exclusive (DEL), not a shared service or party line. Please note this equipment is not suitable for use as an extension to a pay phone. Your line should be able to cater for either Loop Disconnect or Multi-Frequency (MF). If you experience difficulty please contact your local Network Operator.

1.2 Before commencing operations, read the manual carefully to ensure correct use of your Muratec fax and to take full advantage of its many features.

1.3 This apparatus has been approved for the use of the following facilities:-

a) Automatic transmission and reception of facsimile documents.

b) Automatic dialling of previously stored numbers accessed by the one touch keys or speed dial access numbers.

c) Automatic storage of last number dialled.

d) Monitor key for on-hook dialling.

e) The Muratec MFX 1500 has a series connection facility.

NOTE: Automatic dialling will operate without proceed indication (dial tone) on either loop disconnect (rotary) or DTMF dialling systems. The correct dialling method can be selected from the control panel of your fax. (Please see the user instructions for details on how to adjust).

f) Automatic clearing from the call originating end.
g) Call progress monitor.

h) Ringer volume control.

i) The connection of approved apparatus into the socket for associated telephones.

Any other usage will invalidate the approval if as a result it ceases to conform to the standards against which approval was granted.

IMPORTANT: This apparatus is capable of dialling 999 Emergency Services via an associated telephone.

2. CONDITIONS OF USE

2.1 The approval number for the Muratec MFX1500 is 607941. The approval label can be found on the bottom panel of the equipment.
The Muratec MFX 1500 has a Ringer Equivalence Number (REN) value of 1.5.

2.2 RINGER EQUIVALENCE NUMBER (REN)
To avoid overloading you exchange line there is a method of calculating the maximum number of telephone apparatus that may be connected at one time. Add all the REN's together. The REN number is marked on the approval label of the MFX-1500 which has a REN of 1.5. When all telephone apparatus REN's connected to the same line are added together the number obtained must be 4 or less. Sometimes British Telecom telephones are unmarked, therefore, you can assume that if unmarked then the REN is 1. This should be confirmed by a British Telecom sales office.

2.3 All apparatus connected to this modem and thereby connected directly or indirectly to the British Telecom public switch telephone network must be approved apparatus as defined in Section 22 of the 'British Telecommunications Act 1984'.

3. DIRECT CONNECTION TO BRITISH TELECOM NETWORK

3.1 Attachment to the network must be through a connector and not permanently wired.

3.2 The Muratec MFX 1500 may be connected to any PSTN exchange line except as an extension to a payphone. The equipment is not suitable for connection to a shared service or 1+1 carrier system.

3.3 The Muratec MFX1500 earth must be maintained when connected to a direct exchange line.

3.4 Should it be necessary to remove the mains connection from the equipment the line leads must first be disconnected for the BT network.

3.5 The volt drop introduced by the Muratec MFX1500 (the series apparatus) into the loop connection between the telephone (the main apparatus) and the PSTN line at a current of 40mA is 0.5 volt +/- 0.1 volt and, therefore, although operation may be possible initially, any changes to, or modernisation of the network taking place in the normal course of events may result in your Muratec MFX1500 being connected to a network service with which it was not designed to be compatible with.
The Muratec MFX1500 should not be used in conjunction with other series connected apparatus e.g. another facsimile machine. In case of difficulty contact your supplier.

3.6 Difficulty may be experienced when making calls from other apparatus connected to the PSTN via the series apparatus. Such difficulties may include:

a) Difficulty in making calls.

b) Problems in telephone conversation being experienced by both parties to the call.

NOTE: The definition of an Relevant Branch System (RBS) for PSTN lines is given in BS6789, section 6.1 (1986), clause 2.4.

3.7 Other usage will invalidate any approval given to this apparatus if as a result it ceases to comply with the edition of EN41003 to which it was approved.

4. TELEPHONE PORT

4.1 Only approved apparatus may be connected to the socket/s provided for associated telephony.

4.2 The telephone ports marked LINE and EXT TEL on the rear panel of this equipment or on the optional AL100 are TNV circuit connection points.

4.3 The port marked HANDSET on the rear of this equipment is a TNV Circuit . It is only intended for use with the Muratec MK-4 Telephone which may be supplied with this equipment.

4.4 **RS232 Port**
The RS232 port on this equipment is a SELV CIRCUIT (SAFETY EXTRA LOW VOLTAGE CIRCUIT) and as such is only suitable for the connection of compatible equipment. In case of difficulty please contact your supplier.

4.5 **PS100**
The PS100 optional Parallel Printer Port option if connected is a SELV CIRCUIT (SAFETY EXTRA LOW VOLTAGE CIRCUIT) and as such is only suitable for the connection of compatible equipment. In case of difficulty please contact your supplier

5. AUTO DIALLER OPERATION

5.1 The auto dialler must only be programmed with telephone numbers of compatible CCITT (ITU) Group 3 facsimile equipment.

5.2 The auto dialler must not be programmed with any emergency numbers e.g. 999.

5.3 The user should check that telephone numbers have been programmed correctly.

5.4 **TONE/PULSE SWITCH**
The majority of telephone exchanges in the UK still operate on the loop disconnect (Pulse) dialling system. Increasingly as new telephone exchanges come into service the dialling system will change to the new multi frequency (Tone) dialling system. Additional facilities will become available such as 'star' services on the tone dialling system. The Muratec MFX1500 will operate on either system by selecting the appropriate system from the control panel of this equipment.

6. GENERAL POINTS

6.1 If you do not have a modular point please contact your local British Telecom sales office.

6.2 Before calling for service please ensure that the line cord and power cord are properly connected and that power is switched on. Check that any other telephone handsets have been correctly replaced on their receptacles and that the phones are firmly plugged into their sockets.

6.3 Before calling British Telecom for an apparent fault unplug all other telephones on the line and then plug one telephone into the master socket. If difficulty is still experienced please contact your supplier.

6.4 It is important to check the above before calling British Telecom as they may charge for any visit if the problem is not caused by their line or equipment.

6.5 PLEASE NOTE: The fuse in the MFX1500 power supply can not be replaced by the operator. Please contact your supplier or service company for assistance.

TO THE USER

Before connecting this equipment to a British Telecom line. The lower portion of this form should be send to your local telephone office.

This form is to:-

a) Advise them of your connection.

b) Where necessary, request the installation of a suitable BT connection socket.

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To THE TELEPHONE MANAGER

At .....

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I/We ..... have purchased a Muratec MFX1500 facsimile machine.
Approval number 607941 and intend to use the equipment in your area.

I/We do/do not require the installation of a BT all socket for this equipment for PSTN connection.

Signed .....

Name .....

.....

.....

.....

Tel .....